



DISTRICT MISSION

... Ensure that each student is empowered to achieve his or her dreams and contribute to his or her community and world ...

BOARD PURPOSE

Providing highly effective governance for Mapleton's strategic student achievement effort.

CORE ROLES

*Guiding the district through the superintendent
Engaging constituents
Ensuring effective operations and alignment of resources
Monitoring effectiveness
Modeling excellence*

2016 - 2017

FOCUS AREAS

*Student Achievement
Exceptional Staff
Character Development
Learning Environment
Communication
Community Involvement
Facilities Management
District Image*

BOARD MEMBERS

*Cindy Croisant
Steve Donnell
Sheila Montoya
Ken Winslow
Vacancy*

SUPERINTENDENT

Charlotte Ciancio

Mapleton Public Schools Board of Education

Regular Meeting
Administration Building

June 13, 2017
6:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. What's Right in Mapleton
6. Public Participation
7. Approval of Minutes
 - 7.1. Approval of May 23, 2017, Board Meeting minutes
8. Report of the Secretary
9. Consent Agenda
 - 9.1. Personnel Action, Policy GCE/GCF – Ms. Toussaint
10. Focus: Board Business
 - 10.1 Board Policy First Reading, Policy BGA – Ms. Ciancio
Board Policy AC, ADF, BCB, BE, BEDF, BID/BIE, DAC, DH, DJ/DJA, DJB, DJE, DKC, EF, EFC, EFEA, EHB, GBA, GBEA, GBEB, GBGE, GCFA, IKA, IKF, JB, JF, JICDE, JICH, JII, JLCD, JLCDB, KFA
11. Focus: Exceptional Staff
 - 11.1 Administrative Assignments, Policy GCE/GCF – Ms. Ciancio
 - 11.2 Administrative Agreement Ratification, Policy BBA – Mr. Crawford
 - 11.3 Classified Agreement Ratification, Policy BBA – Mr. Crawford
12. Focus: Communication
 - 12.1 Proposed Budget FY 2018, Policy DBG – Mrs. Martinez
 - 12.2 Fund Balance Reconciliation FY 2017, Policy DAB – Mrs. Martinez
 - 12.3 Transportation Equipment Financing, Policy DJ/DJA - Mrs. Martinez
 - 12.4 Consideration of Contractor, Skyview Auxiliary Gym Flooring, Policy DJE - Mr. Sauer
13. Focus: Community Involvement
 - 13.1 CAAC Update, Policy BDF – Mr. Crawford
14. Discussion of Next Agenda
15. Superintendent's Comments
16. Board Committee Update
17. School Board Discussion/Remarks
18. Next Meeting Notification – Tuesday, June 27, 2017
19. Adjournment

Welcome to a meeting of the Mapleton Public School Board of Education!

The Board's meeting time is dedicated to addressing Mapleton's mission and top-priority focus areas. "Public Participation" is an opportunity during the business meeting to present brief comments or pose questions to the Board for consideration or follow-up. Each person is asked to limit his or her comments to 3 minutes. If you are interested in helping Mapleton's efforts, please talk with any member of the district leadership team or call the district office at 303-853-1015. Opportunities abound. Your participation is desired.

Memo

TO: Charlotte Ciano, Superintendent
FROM: Sue-Lin Toussaint, Executive Director of Human Resources
DATE: June 8, 2017

Policy: Professional Staff Recruiting and Hiring, Policy GCE/GCF
Report Type: Decision Making (Consent)
SUBJECT: Personnel Action

Policy Wording: The Board of Education for Mapleton Public Schools directs the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel.

Decision Requested: The Office of Human Resources recommends the following personnel information to be approved by Board Action at the regular meeting of June 13, 2017.

CLASSIFIED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
No requests at this time			

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Backman, Laura	ELL Para/Clayton	05/30/2017	Position Eliminated
Carrasco, Klarissa	Office Clerk/York	05/30/2017	Resignation
Castro, Lucia	Custodian/Meadow	06/09/2017	Resignation

CLASSIFIED REQUESTS

Gisela Bell, Health Paraprofessional at Achieve, is requesting a Family Medical Leave of Absence beginning May 12, 2017 through May 26, 2017.

Suzanna Brindisi, Accounting Specialist in Business Services, is requesting to retire effective June 30, 2017.

Laura Davalos, Bus Driver in Transportation, is requesting a Family Medical Leave of Absence beginning May 11, 2017 through May 26, 2017.

Richard Gomez, Lead Custodian at Valley View, is requesting to retire effective September 1, 2017 and transition the 17-18 school year.

Alma Quezada, ECE Paraprofessional at GLA, is requesting a Family Medical Leave of Absence beginning August 7, 2017 through November 1, 2017.

LICENSED STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Booth, Kate	Math/Academy	08/02/2017	New Hire
Ferstman, Melanie	7 th /8 th English/ Meadow	08/02/2017	New Hire
Gallegos, Paula	Special Education/Achieve	08/02/2017	New Hire
Hickory, Stan	Language Arts/Valley View	08/02/2017	New Hire
Krysl, Colin	Spanish/York	08/02/2017	New Hire
Pacharz, Austin	Math Advisor/BPCCA	08/02/2017	New Hire
Reaves, Alyshia	Science/MESA	08/02/2017	New Hire
Rodriguez, Stephanie	School Psychologist/District	08/02/2017	New Hire
Spallino, Vincenzo	Language Arts/Monterey	08/02/2017	New Hire
Syron, John	Science/Academy	08/02/2017	New Hire
Zeberlein, Lindsay	6 th Grade/Monterey	08/02/2017	New Hire

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Ahn, Laura	Orchestra/Performing Arts	06/02/2017	Resignation
Arman, Kathleen	Speech Language/Special Services	05/30/2017	Resignation
Clark, Kimberly	Instructional Guide/York	06/06/2017	Resignation

Lanham, Ashley	1 st Grade/Adventure	05/30/2017	Resignation
Naftz, Ruth	Orchestra/Performing Arts	05/30/2017	Resignation
Silverman, Jasmine	ELL/York	06/05/2017	Resignation
Smith, Megan	2 nd Grade/Welby	06/02/2017	Resignation

LICENSED REQUESTS

Geoffrey Gibbons, Special Education Teacher at MESA, is requesting a Family Medical Leave of Absence beginning May 16, 2017 through May 26, 2017.

ADMINISTRATION STAFF

<u>NEW EMPLOYEES</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
Salazar, Ronald	School Director/Achieve	07/01/2017	New Hire
Vue, Chua	Asst. School Director/Achieve	07/01/2017	New Hire

<u>RESIGNATIONS/TERM.</u>	<u>POSITION/FACILITY</u>	<u>EFFECTIVE DATE</u>	<u>REASON</u>
	No requests at this time		

ADMINISTRATION REQUESTS

No requests at this time

SUBSTITUTE TEACHERS/OTHER ON CALL

<u>ADDITIONS</u>	<u>DELETIONS</u>
No requests at this time	

Memo

TO: Board of Education
FROM: Charlotte Ciancio, Superintendent
DATE: June 13, 2017

Policy: Policy Development and Implementation, Policy BGA
Report Type: Decision Preparation
SUBJECT: Adoption of Board Policies – First Reading

Policy Wording: The Board develops policies and puts them in writing to provide for the successful, consistent and efficient operation of Mapleton's schools and the high achievement of Mapleton's students.

Report: As set out in Board policy, any new policy, or revision or repeal of an existing policy, is presented to the Board as a study item for a first reading.

The following policies are either new policies or revisions based on new laws, that have been drafted through CASB, edited by District staff and reviewed by legal counsel. These policies are being presented as a first reading and study item, and any additions or deletions from the Board will be discussed and reviewed. No Board action is required at this meeting.

AC	Nondiscrimination/Equal Opportunity
ADF	School Wellness
BCB	School Board Member Conflict of Interest
BE	School Board Meetings
BEDF	Voting Method
BID/BIE	School Board Member Compensation/Expenses/Insurance/Liability
DAC	Federal Fiscal Compliance
DH	Bonded Employees and Officers
DJ/DJA	Purchasing/Purchasing Authority
DJB	Federal Procurement
DJE	Bidding Procedures
DKC	Expense Authorization/Reimbursement
EF	School Nutrition Program
EFC	Free and Reduced-Price Food Services
EFEA	Nutritious Food Choices
EHB	Records Retention
GBA	Open Hiring/Equal Employment Opportunity
GBEA	Staff Ethics/Conflict of Interest
GBEB	Staff Conduct and Responsibilities

GBGE	Staff Maternity/Paternity/Parental Leave
GCFA	Hiring of Instructional Staff/Portability of Non-Probationary Status
IKA	Grading/Assessment Systems
IKF	Graduation Requirements
JB	Equal Educational Opportunities
JF	Admission and Denial of Admission
JICDE	Bullying Prevention and Education
JICH	Drug and Alcohol Use by Students
JII	Student Concerns, Complaints, and Grievances
JLCD	Administering Medications to Students
JLCDB	Administration of Medical Marijuana to Qualified Students
KFA	Public Conduct on District Property

Nondiscrimination/Equal Opportunity

Mapleton Public Schools (the “District”) is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The schools in the District are subject to all Federal and State laws and Constitutional provisions prohibiting discrimination on the basis of disability, ~~ethnicity~~, race, creed, color, sex, sexual orientation, ~~marital status~~, national origin, religion, ancestry, or need for special education services. Accordingly, no otherwise qualified student, employee, applicant for employment, or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any District program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability ~~disability, ethnicity, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry~~, or need for special education services. Discrimination against employees and applicants for employment based on age, ~~and~~ genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with State and/or Federal law.

This policy and accompanying regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in other Board policies listed in this policy's cross references. ~~in policies GBAA and JBB.~~

In keeping with these statements, the following are the District's objectives:

1. To promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. To encourage positive experiences in terms of human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial, and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he or she lives.
5. To initiate a process of reviewing all policies and practices of the District in order to achieve the objectives of this policy to the greatest extent possible.
6. To investigate and resolve promptly any complaints of unlawful discrimination

and harassment.

7. To investigate and appropriately discipline staff and students found to be responsible for incidents of harassment or unlawful discrimination in violation of District policy.

Annual Notice

The District shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the District are offered without regard to race, color, sex (which includes marital status), sexual orientation (which includes transgender), religion, national origin, ancestry, creed, disability, ethnicity, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age or need for special education services. With respect to employment practices, the District shall also issue written notice that it does not discriminate on the basis of age, or genetic information, or conditions related to pregnancy or childbirth. The announcement shall also include the name/title, address, email address, and telephone number of the person designated to coordinate Title IX, and Section 504, and ADA compliance activities.

The notice shall be disseminated to persons with limited English language skills in the person's own language. It shall also be made available to persons who are visually or hearing impaired.

The notice shall appear on a continuing basis in all District media containing general information, including: teachers' guides, school publications, the District's website, recruitment materials, application forms, vacancy announcements, student handbooks, school program notices, summer program newsletters, and annual letters to parents.

Harassment is Prohibited

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation (which includes transgender), disability, or need for special education services is a form of discrimination prohibited by State and Ffederal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefit of District facilities and programs. All such harassment, by District employees, students, and third parties, is strictly prohibited.

All District employees and students share the responsibility to ensure that harassment does not occur at any District school, on any District property, at any District or school-sanctioned activity or event, or off school property when such conduct has a nexus to the

school, or any ~~D~~district curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at a ~~person's~~ person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation (which includes transgender), disability, or need for special education services that: (1) results in physical, emotional, or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an ~~individual's~~ individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile, or threatening environment; or (3) substantially disrupts the orderly operation of the school. District policies on sexual harassment (~~GBAA for employees and JBB for students~~) will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:

1. Verbal acts and name-calling;
2. Graphic depictions and written statements, which may include use of cell phones or the Internet; and
3. Other conduct that may be physically threatening, harmful, or humiliating.

Reporting Unlawful Discrimination and Harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in District policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the ~~District's~~ District's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment, or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the ~~District's~~ District's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the Superintendent, who shall designate an alternate compliance officer to investigate the matter.

District Action

All District employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the District.

The District shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end unlawful behavior, to prevent the recurrence of such behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation. When appropriate, the District shall take interim measures during the investigation to protect against further unlawful discrimination, harassment, or retaliation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee, or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Upon determining that incidents of unlawful discrimination or harassment are occurring in particular school settings or activities, the District shall implement measures designed to remedy the problem in those areas or activities.

Any student or employee who engages in unlawful discrimination or harassment shall be disciplined according to applicable District policies and the District shall take reasonable action to restore lost educational or employment opportunities to the individual(s).

In cases involving potential criminal conduct, the compliance officer shall determine whether appropriate law enforcement officials should be notified.

Notice and Training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the District administration is responsible for providing notice of this policy to all District schools and departments. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

Students and District employees shall receive periodic training related to recognizing and preventing unlawful discrimination and harassment. District employees shall receive additional training related to handling reports of unlawful discrimination and harassment.

The training will include, but not be limited to:

- Awareness of groups protected under state and federal law and/or targeted groups;
- How to recognize and react to unlawful discrimination and harassment; and

- Proven harassment prevention strategies.

Adopted January 22, 2013, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

20 U.S.C. § 1681 (*Title IX, Education Amendments of 1972*)

20 U.S.C. § 1701-1758 (*Equal Employment Opportunity Act of 1972*)

29 U.S.C. §§ 621 *et seq.* (*Age Discrimination in Employment Act of 1967*)

29 U.S.C. §§ 701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)

42 U.S.C. §§ 12101 *et seq.* (*Title II of the Americans with Disabilities Act*)

42 U.S.C. § 2000d (*Title VI of the Civil Rights Act of 1964, as amended in 1972*)

42 U.S.C. § 2000e (*Title VII of the Civil Rights Act of 1964*)

42 U.S.C. §§ 2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)

34 C.F.R. Part 100 through Part 110 (civil rights regulations)

C.R.S. § 2-4-401(13.5) (*definition of sexual orientation, which includes transgender*)

C.R.S. § 18-9-121 (*bias-motivated crimes*)

C.R.S. § 22-32-109(1)(II) (*Board duty to adopt written policies prohibiting discrimination*)

C.R.S. § 24-34-301(7) (*definition of sexual orientation, which includes transgender*)

C.R.S. §§ 24-34-301 *et seq.* (*Colorado Civil Rights Division*)

C.R.S. §§ 24-34-401 *et seq.* (*discriminatory or unfair employment practices*)

C.R.S. § 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

C.R.S. § 24-34-601 (*unlawful discrimination in places of public accommodation*)

C.R.S. § 24-34-602 (*penalty and civil liability for unlawful discrimination*)

CROSS REFERENCES:

GBA: Open Hiring/Equal Employment Opportunity

GBAA: Sexual Harassment

GBK: Staff Concerns/Complaints/Grievances

GBK-R: Grievance Procedures

JB: Equal Educational Opportunities

~~JBA: Discrimination on the Basis of Race, Ethnicity, or Sex~~

JBB: Sexual Harassment

~~JBBA: Harassment Based on Race or Color or National Origin, Sex Orientation, Gender Identity, Disability or Religion~~

~~JBBA: Nondiscrimination of Students on the Basis of Disability~~

~~KEE: Nondiscrimination of Public on the Basis of Disability (Grievance Procedures)~~

DRAFT - 1st Reading

School Wellness

The Board of Education for Mapleton Public Schools (the “District”) promotes healthy schools by supporting student wellness, including good nutrition and regular physical activity as part of the total learning environment. Schools contribute to the basic health status of students by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential **and educational success**, as children who eat well-balanced meals **and are physically active** are more likely to be engaged and learn in the classroom and are less likely to be absent. ~~and are healthy are more likely to learn in the classroom.~~

~~Pursuant to federal law, the following parties have jointly developed or had input in the development of this policy: the District Advisory and Accountability Committee, Mapleton Physical Education Teachers, School Nurses, the Director of Nutrition Services and District Executive Staff.~~

~~The District shall foster in our students an understanding of healthy foods and the acquisition of skills that promote lifelong healthy eating habits and physical activity through an effort that involves staff, students, parents, and community members, as appropriate. This effort will contribute to students’ knowledge of nutrition and physical activity as described below.~~

~~Students will:~~

- ~~1. Learn to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity;~~
- ~~2. Be encouraged to consume fresh fruits and vegetables, low fat milk, and whole grains;~~
- ~~3. Have access to healthful food choices in appropriate portion sizes with adequate time to eat;~~
- ~~4. Be provided school meal choices that, at a minimum, meet the federal guidelines for reimbursable meals; and~~
- ~~5. Have opportunities to make healthy food and physical activity selections as an integral part of the school day through: school meals, vending machines, special events, school stores, fundraisers, physical education classes recess or extracurricular activities.~~

~~To foster and support healthful food choices by students and general student wellness, the District shall:~~

- ~~1. Follow the nutritional guidelines found in the Healthy, Hunger-Free Kids Act and the regulations related to competitive foods whenever food is provided to or~~

- made available to students during the school day to ensure that healthy food choices are available to students;
2. ~~Promote nutrition education, physical activity, and other school-based activities designed to promote student wellness;~~
 3. ~~Foster relationships that permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the wellness policy;~~
 4. ~~Ensure compliance with the wellness policy with periodic measurable assessments regarding compliance;~~
 5. ~~Inform and update the public (including parents, students, and others in the community) about the content and implementation of the District's wellness policies and practices through the District's website; and,~~
 6. ~~Establish goals for nutrition education and physical activity.~~

To that end, Mapleton Public Schools adopts the following goals:

Goal #1. Mapleton Public Schools will provide a comprehensive learning environment to promote the development and practice of lifelong wellness behaviors.

The entire school environment, not just the classroom, will be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to comprehensive wellness, including good nutrition and regular physical activity. Such learning environments will teach students to use appropriate resources and tools to make informed and educated decisions about lifelong healthy eating habits and beneficial physical activity, in accordance with the District's academic standards for comprehensive health education and physical education.

Goal #2. Mapleton Public Schools will implement and promote nutrition education and proper dietary habits contributing to students' health status and academic performance.

Nutrition education will be in accordance with the District's academic standards for comprehensive health education. All foods and beverages sold or provided to students on the school campus during the school day shall meet or exceed the District's nutrition standards. All schools participating in the National School Lunch and/or School Breakfast Programs shall comply with state and federal rules or regulations regarding school meals, competitive food service and the Smart Snacks in School nutrition standards.

Goal #3. Mapleton Public Schools will promote healthy nutrition choices to create and encourage a healthy learning environment.

In accordance with applicable federal law, schools participating in the National School Lunch and/or Breakfast Programs shall comply with the Smart Snacks in School nutrition standards in the marketing of any foods or beverages sold to students during the school day.

Goal #4. Mapleton Public Schools will provide daily opportunities for students to engage in physical activity.

Physical activity will be included in a school's daily education program from grades pre-kindergarten through 12. Physical activity includes regular instructional physical education, in accordance with the District's academic standards for physical education, and opportunities throughout the school day, such as exercise programs, fitness breaks, recess, and field trips and classroom activities that include physical activity.

Implementation and Review

To help ensure each school's compliance with and implementation of this policy's goals, the Board designates the School Director as the District's school wellness policy coordinator(s).

~~Mapleton Public Schools will establish and maintain a~~ The District Accountability Advisory Committee (DAAC) ~~for Mapleton Public schools will in lieu of a District-wide wellness advisory council. The council's purposes will~~ DAAC will be to monitor the implementation of this policy, evaluate the District's progress on this policy's goals, serve as a resource to schools (i.e. provide lists of healthy incentives, snacks, etc.) and periodically review and update this policy in accordance with federal law. The council-DAAC will meet on a insert here how often the council will meet, e.g., quarterly review this policy at least once every three years. basis.

~~The council will be comprised of parents, students, representatives of the school food authority, school health professionals, physical education teachers, board members, school administrators, the public, and Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators.~~

~~At least once every three years, the council shall assess this policy and its implementation, which shall include an assessment of each participating school's compliance and progress with this policy's goals. The council may recommend policy revisions for the Board's consideration after conducting its triennial assessment and/or as the council deems appropriate or necessary.~~

Reporting and Recordkeeping

The results of the ~~council's~~ DAAC's triennial assessments shall be made available to the public, along with a copy of this policy.

The District shall retain records to document compliance with this policy, including but not limited to documentation concerning the ~~council's~~ DAAC's triennial assessments.

*Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.
Revised , 2017.*

LEGAL REFERENCES:

§ 204 of Public Law 111-296 (*Healthy, Hunger-Free Kids Act of 2010*)

7 CFR § 210.11 (*Competitive Food Services*)

~~7 CFR §§ 201, 210 and 220 (local school wellness policy requirements)~~

42 U.S.C. § 1751, *et seq.* (*National School Lunch Act*)

C.R.S. § 22-32-134.5 (*healthy beverages requirement*)

C.R.S. § 22-32-136 (*policies to improve children's nutrition and wellness*)

C.R.S. § 22-32-136.5(3)(a) & (b) (*physical activity requirement*)

C.R.S. § 22-32-124 (*nutritious choices in vending machines*)

C.R.S. § 22-32-136.3 (*trans fat ban*)

1 CCR 301-79 (*State Board of Education – healthy beverages rules*)

CROSS REFERENCES:

EF: School Nutrition Program Food Services

EFC: Free and Reduced-Price Food Services

EFEA: Nutritious Food Choices

IA: Instructional Goals and Learning Objectives

IHAE: Physical Education

IHAM: Health and Family Life/Sex Education

~~IHAMA: Teaching About Drugs, Alcohol and Tobacco~~

~~IHAMB: Family Life/Sex Education~~

JLJ: Physical Activity

School Board Member Conflict of Interest

The members of the Board of Education (the “Board”) for Mapleton Public Schools (the “District”) are dedicated to serving the interests of the general public. As a small, close-knit community, it is important that policies are in place to prevent any perception to the contrary. This policy is intended to provide those safeguards to protect the reputation and integrity of the District, Board members, and the community.

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer, such as a Board member, is unable to devote him or herself with complete loyalty and singleness of purpose to the general public interest. A conflict of interest is a personal pecuniary interest that is immediate, definite, and demonstrable, and which is (or may be) in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board shall disclose such interest to the Board, shall abstain from voting on the matter, and shall not attempt to influence the decisions of other Board members in voting on the matter.

Additionally, to maintain public confidence and to prevent the use of public office for private gain, Board members shall disclose potential conflicts of interest in connection with Board contracts, purchases, payments or other pecuniary transactions, in writing to the Board of Education and to the Secretary of State at least 72 hours prior to a transaction with reference to which he is about to act in his official capacity. The written disclosure shall list, as applicable, the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services, or such other information necessary to describe the interest. This written disclosure will be attached to the minutes of the meeting in which the Board action occurred relating to the matter disclosed. If a Board member has complied with these statutory disclosure requirements of an interest in the matter, the Board member may vote if participation is necessary to obtain a quorum or to otherwise enable the Board to act. If a member votes under these circumstances, that member shall state for the record the fact and summary nature of the potential conflict of interest.

The Board considers it a conflict of interest for a Board member to be simultaneously employed by the District. Therefore, the Board shall not hire any of its members as an employee of the District, nor shall the Board approve any compensation for a Board member for services rendered to the District as an employee, except for services rendered to the Board as provided by law. Therefore, an employee elected to the Board shall be required to relinquish employment with the District prior to taking office. Employees are encouraged to consider this prior to running for the Board.

Board members may be reimbursed for authorized expenses in carrying out Board duties, as provided by law.

The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest unless one or more of the following apply:

1. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures;
2. The merchandise is sold to the highest bidder at a public auction;
3. The transaction involves investing or depositing money in a financial institution, which is in the business of loaning money or receiving money;
4. If, because of geographic restrictions, the District could not otherwise reasonably afford the contract because the additional cost to the District would be greater than ten percent of the contract with the interested member, or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services; or,
5. If the contract is one in which the Board member has disclosed a personal interest and is one in which the member has not voted, or has voted as allowed in State law following disclosure to the Secretary of State and to the Board.

For the purposes of this policy, “financial interest” does not include holding a minority interest in a corporation.

Except as described above, a Board member shall not be a purchaser at any sale or a vendor for any District purchase made by the District with non-federal funds.

Conflict of Interest – Federally Funded Transactions

Separate from State law and the Board’s policies concerning the Board’s standards of conduct and conflict of interest, federal law imposes restrictions on the conduct of Board members whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a Board member shall not participate in the selection, award or administration of a contract supported by a federal award if the Board member has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the Board member, any member of his or her immediate family, his or her business partner, or an organization which employs or is

about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits Board members from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, "immediate family" means the Board member's spouse, partner in a civil union, children, and parents. In determining whether a financial or other interest is "substantial," or whether anything solicited or accepted for private benefit is of "nominal value," the Board shall follow the standards of conduct and corresponding definitions applicable to local public officials under State law.

These minimum federal requirements are not waivable in connection with any transaction or contract to which they apply.

A Board member who violates the standards of conduct set forth in this policy's section may be subject to censure or other disciplinary action, in accordance with the Board's authority and State law.

The secretary for the Board shall ensure that the most current version of this policy is filed with the Department of Education to protect Board members from criminal liability, as provided by law.

*Adopted December 10, 2013, by the Board of Education for Mapleton Public Schools.
Revised , 2017.*

LEGAL REFERENCES:

2 C.F.R. 200.318 (c) (Uniform Grant Guidance – written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds)

Colorado Constitution, Article X, § 13 (*it is a felony for a public officer to profit, directly or indirectly, out of school district money*)

C.R.S. § 22-32-109(1)(y) (*school board duty to adopt written bylaws relating to conflicts of interest*)

C.R.S. §§ 24-18-109 through 110 (*rules of conduct for local government officials and employees*)

C.R.S. § 24-18-201 (~~*standards of conduct – interests in contracts*~~*local government officials and employees shall not be interested in any contract made by them in their official capacity or by any body, agency, or board of which they are members or employees*)

C.R.S. § 24-18-202 (~~*standards of conduct – interests in sales*~~*local government officials shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity*)

CROSS REFERENCES:

BC: School Board Member Conduct

BCA-E1: Code of Ethics for School Board Members

BEDF: Voting Method

[BID/BIE: School Board Member Compensation/Insurance/Expenses/Liability](#)

DJE: Bidding Procedures

[DKC: Expense Authorization/Reimbursement \(Mileage and Travel\)](#)

DRAFT - 1st reading

School Board Meetings

All meetings of the Board of Education (the “Board”) for Mapleton Public Schools (the “District”) shall be open to the public, except during properly convened executive sessions. The Board may, however, require any person who disturbs good order to leave. All Board meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Board. For a 5-member board, a quorum is 3.

A recording shall be made of all regular and special meetings as required by law. The Board must make a recording of each regular and special meeting of the Board at which votes are taken and recorded and shall make the recording available to the public. The Board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. The Board, at its discretion, shall use appropriate technology available at the time the recording is made and shall, at a minimum, make an audio recording. Such recordings must be maintained for a minimum of 90 days.

Regular Meetings

Regular meetings of the Board shall be held in the Board room of the District’s Administration building, located at 591 E. 80th Avenue, Denver, CO 80229.

Regular meetings of the Board will be held on the second and fourth Tuesday of each month at 6:00 pm unless otherwise established by the Board.

At the first regular meeting of each calendar year, the Board shall designate the public place (or places) at which notice of all Board meetings shall be posted. In the event such action is not taken annually, the designated public places used in the previous year shall continue as the official posting sites. In the absence of an emergency, the Board shall cause notice of meetings and work sessions to be posted at the designated place or places no less than 24 hours prior to the meeting.

Special Meetings

Special meetings may be called by the president of the Board at any time and shall be called by the president upon the written request of a majority of the members of the Board.

The secretary to the Board shall be responsible for giving written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed, and 24 hours in advance if hand-delivered personally or if emailed directly to the member. The

notice must contain time, place, and purpose of the meeting and the name(s) of the member(s) requesting the meeting.

Any member may waive notice of a special meeting at any time before, during, or after such meeting, and attendance at a special meeting shall be deemed to be a waiver of notice.

No business other than that stated in the notice shall be transacted unless all Board members are present and consent to consider and transact other business.

Work Sessions and Retreats

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues, and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, from time to time the Board may schedule work sessions or retreats, which shall be open to the public. No action shall be taken during such sessions. Public notice of the session, including the topics for discussion and study, shall be provided.

Electronic Participation in School Board Meetings

Board members may attend and participate by electronic means in a regular or special Board meeting only when extenuating circumstances prevent the Board member from physically attending the meeting. For purposes of this policy, "extenuating circumstances" means the Board member's job or military service requires the member to be outside of the District at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Board member from physically attending the meeting. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

A meeting at which one or more Board members attend and participate by electronic means shall be open to the public, except for periods in which the Board is in executive session. A quorum of the Board must be physically present at the meeting for a Board member to attend and participate by electronic means.

The electronic means used shall allow the public to hear the comments made by the Board member(s) participating by electronic means and allow the Board member(s) to hear the comments made by the public. A Board member participating by electronic means will be included in the recording of the Board meeting.

A Board member who seeks to attend and participate by electronic means in a Board meeting shall notify the Board president and Superintendent at least three business days prior to the meeting and shall explain the extenuating circumstances that prevent the

Board member from physically attending the meeting. If such advance notification is not possible, the Board member shall notify the Board president and Superintendent as soon as is reasonably possible.

If the Board president approves the Board member's request to attend and participate by electronic means, the Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Board member from physically attending the meeting. If the Board convenes in executive session, the Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

A Board member may attend and participate by electronic means in a maximum of two Board meetings per calendar year. Unless otherwise approved by the Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Board shall declare a vacancy if a Board member fails to attend three consecutive regular Board meetings, unless the Board member's absence is otherwise excused by the Board.

A Board member's failure to comply with this policy may result in the Board's refusal to allow the member to participate by electronic means in Board meetings.

Adopted December 13, 2013, by the Board of Education for Mapleton Public Schools.

Revised, 2017.

LEGAL REFERENCES:

C.R.S. § 22-31-129 (board vacancies)

C.R.S. § 22-32-106 (school board secretary duties)

C.R.S. § 22-32-108 (school board meetings)

C.R.S. § 22-32-108(7)(a) (board must adopt policy allowing board members to attend and participate electronically in regular or special board meetings if the board wishes to allow this practice)

C.R.S. § 22-32-109 (board duties)

C.R.S. §§ 24-6-401 et seq. (Open Meetings Law)

CROSS REFERENCES:

BEAA: Electronic Participation in School Board Meetings

BEC: Executive Sessions

BEDA: Notification of School Board Meetings

BEDB: Agenda

BEDD: Rules of Order

BEDF: Voting Method

BEDG: Minutes

BEDH: Public Participation at School Board Meetings

DRAFT - 1st reading

Voting Method

This policy controls the method of voting by the Board of Education (the "Board") for Mapleton Public Schools (the "District").

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically.

Election of the president and vice president may be by secret ballot. When a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes.

A member may abstain from voting only if excused by the Board for good cause.

~~A Board member who has a personal or private interest in any proposed or pending matter which presents a conflict of interest in accordance with District policy, (See, BCB: School Board Member Conflict of Interest) shall disclose such interest and shall not vote unless participation is necessary to obtain a quorum or otherwise enable the Board to act. Under such circumstances, the member shall comply with the voluntary disclosure requirements set out in state law.~~

To pass, any motion must be approved by a majority of the members present, unless state law or District policy requires a majority of full membership or a two-thirds majority.

Adopted December 10, 2013, by the Board of Education for Mapleton Public Schools.

Revised _____, 2017.

LEGAL REFERENCES:

C.R.S. § 22-32-104(3) (*president and vice president must be elected by majority of the entire membership*)

C.R.S. § 22-32-108(6) (*voting by roll call, excused for good cause*)

C.R.S. § 22-32-108(7)(a) (*a board member who participates electronically in conformance with the board's policy on electronic participation in board meetings is considered "present"*)

C.R.S. § 24-6-402(2)(d)(IV) (*outcome of a secret ballot vote must be recorded contemporaneously in the minutes*)

C.R.S. § 24-6-402(4) (*a two-thirds majority of the quorum present is required to go into executive session*)

C.R.S. § 24-18-109(3) (*conflict of interest and voting*)

C.R.S. § 24-18-110 (*voluntary disclosure of conflict of interest*)

CROSS REFERENCES:

~~BEAA: Electronic Participation in School Board Meetings~~

BCB: School Board Member Conflict of Interest

BE: School Board Meetings

DRAFT - 1st reading

School Board Member Compensation/Expenses/Insurance/Liability

Board members for Mapleton Public Schools (the “District”) shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from District funds in accordance with the Board’s policy on expense authorization and reimbursement.

The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Board.

The Board shall rely on the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.* (the Act) as the statement of its obligation to defend and indemnify Board members. If the Board elects to provide for the defense of a Board member in a claim which alleges willful and wanton conduct by the Board member, the Board may require the Board member to post a reasonable bond to ensure reimbursement of any amounts advanced, in accordance with the Act.

Adopted _____, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

20 U.S.C. 2361 through 2368 (*Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school board members*)

C.R.S. §§ 22-12-101 *et seq.* (*Teacher and School Administrator Protection Act also limits liability of school board members*)

C.R.S. § 22-32-104(5) (*board member compensation*)

C.R.S. § 22-32-109.1(9) (*immunity provisions in safe schools law also apply to school board members*)

C.R.S. § 22-32-110(1)(n), (u) (*power to provide necessary expenses*)

C.R.S. §§ 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)

C.R.S. § 24-18-104(3)(d), (e) (*reimbursements are not considered gifts*)

CROSS REFERENCES:

DKC: Expense Authorization/Reimbursement (Mileage and Travel)

EI: Insurance Program/Risk Management

Federal Fiscal Compliance

Federal funds received by Mapleton Public Schools (the “District”) shall be administered in accordance with this policy and applicable federal law, including but not limited to the Federal Uniform Grant Guidance. The Board designates the Chief Financial Officer as the District contact for all federal programs and funding.

The Superintendent (or designee) may develop and implement accompanying regulations to assist in the proper administration of federal funds and implementation of this policy, including but not limited to cash management procedures and allowability of costs.

Sub-Recipient Monitoring

If the District awards sub-grants, the District shall monitor grant sub-recipients to ensure compliance with applicable law and Board policy.

Time and Effort Reporting

District employees paid with federal funds shall document the time they expend in work performed in support of each federal program and/or such program’s cost objective(s), in accordance with applicable federal law. Time and effort reporting requirements do not apply to contracted individuals.

Record Keeping

The District shall maintain proper federal fiscal records in accordance with Board policy and applicable law. Such records shall be retrievable and available for programmatic or financial audit.

Adopted _____, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

2 C.F.R. Part 200 (*Uniform Grant Guidance*)

34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

CROSS REFERENCES:

BCB: School Board Member Conflict of Interest

DJB: Federal Procurement

EHB: Records Retention

GBEA: Staff Ethics/Conflict of Interest

Bonded Employees and Officers

Any employee of Mapleton Public Schools (the "District") who is likely to have custody of at least \$50 of District funds at any one time shall be bonded ~~under a group fidelity bond. This bond shall be~~ in an amount at least sufficient to cover~~exceeding~~ the amount of District funds these employees are likely to be in custody of at any one time.

The secretary and the treasurer for the Board of Education for Mapleton Public Schools (the "Board") and any other custodian of District moneys authorized and appointed by the Board shall be individually bonded ~~as required by state law~~. This bond shall be in an amount not less than \$5,000.

In lieu of a bond, the District may maintain equivalent insurance coverage for such District employees, Board officers, and Board-appointed custodians.

The cost of bonding or insurance coverage shall be borne by the District.

*Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.
Revised , 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-104(4)(b), (c), ~~(d)~~ (surety bond or insurance coverage required~~board secretary, treasurer, and any other board appointed custodian of district moneys must have surety bond of at least \$5,000)~~

C.R.S. § 22-32-109(1)(h) (bond or insurance requirement~~board duty to require employees to be bonded)~~

C.R.S. § 22-32-121(3) (bond required if authorized to affix facsimile signature of treasurer)

Purchasing/Purchasing Authority

The Board of Education for Mapleton Public Schools (the “Board”) extends its authority to purchase materials, equipment, supplies, and services to the Superintendent (or designee) after the Board has adopted its annual budget and appropriated funds. The Superintendent shall direct purchases as required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval, except when competitive bidding is required.

Any single, non-budgeted purchase or expenditure greater than \$50,000 shall require advance approval by the Board. Exceptions may be made by the Superintendent in cases of emergencies, in which case the expenditure and the circumstances preventing advance approval shall be reported to the Board no later than its next regular meeting.

Mapleton Public Schools (the “District”) shall obtain competitive bids for contractual services, professional services, and purchases of supplies, materials, and equipment in accordance with policy DJE: Bidding Procedures.

All purchasing transactions shall be accomplished through the Purchasing Department and authorized on properly signed purchase orders. District personnel shall not use District bids, purchase orders, manual checks, petty cash, or tax exempt status to obtain materials, equipment, or services for their personal benefit.

When making purchasing decisions, consideration shall be given to price, as well as other factors such as timely delivery, quality of the product, and such other factors as the District deems appropriate.

The District shall not enter into any lease-purchase agreement whose duration, including all optional renewal terms, exceeds the weighted average useful life of the assets being financed.

*Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-109(1)(b) (*board required to adopt bidding procedures*)

C.R.S. § 29-1-103(3)(e)(I) (*requirements for lease-purchase agreements*)

CROSS REFERENCES:

[DJB: Federal Procurement](#)

DJE: Bidding Procedures

Federal Procurement

This policy and its accompanying regulation shall apply to the purchase of services, supplies, equipment, or other property with federal funds that are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy or its accompanying regulation conflict or are otherwise inconsistent with mandatory provisions of the UGG, EDGAR, or other applicable federal law, the mandatory provisions of such laws shall control.

Employees of Mapleton Public Schools (the “District”) shall follow Board policy concerning employee purchasing authority when making any purchase with federal funds and shall obtain prior Board approval in those instances when it is required by Board policy. District employees shall also follow applicable state law and Board policy concerning competitive bidding, to the extent state law and/or Board policy establish additional requirements that are not consistent with this policy and its accompanying regulation.

Micro-Purchases

A “micro-purchase” is a purchase that, in an aggregate amount, is less than \$3,500.

Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent District staff determine that the cost of the purchase is reasonable. For purposes of this policy, “reasonable” means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices, and other terms.

Small Purchases

A “small purchase” is a purchase that, in an aggregate amount, is \$3,500 or more, but less than \$150,000.

For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources, as detailed in this policy’s accompanying regulation, unless:

1. A valid basis exists under the federal Uniform Grant Guidance for relying on procurement by a noncompetitive proposal (i.e., “single source” procurement); or
2. The District elects to use a more formal competitive bid or request for proposal process.

Large Purchases

A large purchase is a purchase that, in an aggregate amount, is \$150,000 or more.

The District shall conduct a cost or price analysis for large purchases that, at a minimum, includes making an independent estimate before receiving bids or proposals (including noncompetitive proposals). A cost analysis means evaluating the separate cost elements that make up the price. A price analysis means evaluating the total price, without looking at the individual cost elements.

Whenever appropriate and relevant to the specific transaction, the cost analysis may include life-cycle cost estimates which shall then be incorporated into any solicitations of bids or proposals.

Unnecessary or Duplicative Items

The District shall avoid the acquisition of unnecessary or duplicative items.

Consideration shall also be given to consolidating or breaking out purchases to obtain a more economical purchase.

Record Keeping

The District shall maintain records sufficient to detail the history of procurements made with federal funds. These records may include, but not necessarily be limited to, the following: rationale for the method of procurement, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Retention of such procurement records shall be in accordance with applicable law and Board policy.

Adopted _____, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

2 C.F.R. Part 200 Subpart D (*post-award requirements under the federal Uniform Grant Guidance*)

2 C.F.R. 200.318 (*general standards for procurement supported by federal funds*)

2 C.F.R. 200.319 (*written procurement standards required*)

2 C.F.R. 200.320 (*methods of procurement to be followed*)

2 C.F.R. 200.323 (*cost or price analysis*)

2 C.F.R. 200.333 (*record retention requirements*)

2 C.F.R. 200.336 (*access to records*)

7 C.F.R. 3016.36 (*USDA's procurement standards*)

7 C.F.R. 3016.37 (*USDA's procurement requirements for subgrants*)

34 C.F.R. Parts 75, 76 (*EDGAR - Education Department General Administrative Regulations*)

48 C.F.R. Subpart 2.1 (*micro-purchase and competitive bidding thresholds*)

CROSS REFERENCES:

BCB: School Board Member Conflict of Interest

DAC: Federal Fiscal Compliance

DJ/DJA: Purchasing/Purchasing Authority

DJE: Bidding Procedures

DKC: Expense Authorization/Reimbursement (Mileage and Travel)

EHB: Records Retention

GBEA: Staff Ethics/Conflict of Interest

DRAFT - 1st Reading

Bidding Procedures

This policy directs bidding by Mapleton Public Schools (the "District"). All contractual services, professional services, and purchases of supplies, materials, and equipment in the amount of \$~~75,000~~^{50,000} or more shall be put to bid. This shall not apply, however, to contracts for instructional services or materials. Other purchases may be made in the open market but shall, when possible, be based on competitive quotations or prices.

All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials ~~and~~ (services) desired and their contribution to program goals.

~~With regard to materials or services for which bids are required, the Superintendent (or designee) shall develop a procedure to pre-qualify bidders. Suppliers shall be invited to have their names placed on mailing lists to receive information about pre-qualifying. When specifications are prepared, they shall be mailed to all merchants and firms who have pre-qualified. Only pre-qualified bidders may submit bids.~~

All bids shall be submitted in sealed envelopes, addressed to the Board of Education, and plainly marked with the bid number and the time of the bid opening. Bids shall be opened in public by appropriate District officials or employees at the time specified, and all bidders shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District.

The bidder to whom an award is made shall be required to submit to the District proof of liability insurance and when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with the District. Any written contract shall include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction, or food services as required by law. The contracting entity is responsible for any costs associated with the background check.

Adopted September 24, 2013, by the Board of Education for Mapleton Public Schools.

Revised _____, 2017.

LEGAL REFERENCES:

C.R.S. § 24-18-201 (*public official's interest in contract*)

C.R.S. § 22-32-109(1)(b) (*board required to adopt bidding procedures*)

C.R.S. § 22-32-122(4) (*background check provision required in service contracts*)

CROSS REFERENCES:

BCB: School Board Member Conflict of Interest

[DJB: Federal Procurement](#)

DRAFT - 1st Reading

Expense Authorization/Reimbursement

This policy shall apply to all employees and Board members of Mapleton Public Schools (the "District") in regard to reimbursement of expenses.

District employees and Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly completed and approved expense form and accompanying receipt(s).

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses, Board policy, and applicable law.

Travel Costs

This policy ensures that:

- District employees and Board members are reimbursed for the cost of approved District-related travel;
- Reimbursed travel costs are properly documented;
- Reimbursed travel costs are consistent with cost-effectiveness and efficiency principles;
- Reimbursed travel costs are within this policy's parameters and applicable State and Federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals, and related items incurred by District employees or Board members who are on District-related travel. District-related travel is defined as attendance at conferences, seminars, meetings, or other events related to District business and that promote or benefit the District.

When District-related travel by an employee's or Board member's personally owned vehicle has been authorized, mileage reimbursement shall be made at the rate approved by the Board or Superintendent. Such mileage reimbursement rate shall not exceed the mileage rate established by the Internal Revenue Service.

Actual costs for meals, lodging, and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

Travel Costs Not Covered by the District

The following expenses shall not be reimbursed:

- Alcohol

- Expenses for spouse, significant other, or guest(s)
- Gas for personal use of private vehicles
- Mini-bar in hotel
- Room service
- Movie rental (which includes in-room movies)
- Other forms of entertainment
- Fines for parking or traffic violations

Travel allowances and other authorized expenses shall be paid to any employee or official of Mapleton Public Schools (the "District") who is required to travel on approved, official District business. Routine employee travel between home and school is not reimbursable.

Depending on budgetary constraints, reimbursable travel may include District representatives attending conferences or professional development opportunities. All travel expenses related to attendance at such events requires prior approval.

To request reimbursement, all applicable forms must be properly filled out and submitted along with supporting receipts or other documentation as required by the Chief Financial Officer and/or the Director of Business Services in accordance with regulation DKC-R. The employee will be reimbursed subject to the approval of the appropriate District official. Expenses will be approved only in line with budgetary allocations for the specific type of expense.

Employees authorized to use their personally owned vehicle for official District business may request reimbursement for mileage. See the accompanying regulation (DKC-R) for reimbursement rates.

The District will not reimburse expenses incurred by a guest accompanying the employee on a trip.

If an employee receives a cash advance for professional travel, any unused advance must be returned to the District within 30 days of the trip. If an unused advance is not returned in a timely manner, the District is authorized to deduct the full amount of the advance from the employee's next net pay.

Professional travel outside of the contiguous 48 states requires pre-approval of the Superintendent prior to the trip.

*Adopted December 10, 2013, by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

2 C.F.R. 200.474(b) (travel reimbursement requirements under the federal Uniform Grant Guidance)

C.R.S. § 24-18-104(3)(d), (e) (*reimbursement for reasonable expenses is not considered a gift of substantial value and is thus permissible pursuant to the rules of conduct*)

~~Certified Employee Contract, Article 20~~

DRAFT - 1st reading

School Nutrition Program

Mapleton Public Schools (the “District”) will operate a school nutrition program which shall be under the overall supervision of the District’s Director of Nutrition Services.

The Director of Nutrition Services shall cooperate with each School Director in matters essential to the proper functioning of each school's nutrition program. The responsibility for control of students using the school cafeteria shall rest with the School Director.

Nutrition services shall provide lunches and breakfasts, through participation in the National School Lunch Program and School Breakfast Program.

The Board shall approve the prices set for meals and the price of beverages.

Adopted _____, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

42 U.S.C. 1751 *et seq.* (National School Lunch Act)

7 C.F.R. Part 210 (National School Lunch Act regulations)

7 C.F.R. Part 220 (School Breakfast Program regulations)

C.R.S. § 22-32-120 (food services)

C.R.S. § 22-32-134.5 (healthy beverage requirement)

C.R.S. § 22-32-136.3 (trans fat ban)

C.R.S. §§ 22-82.7-101 *et seq.* (Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced priced meals pay in school breakfast program)

C.R.S. §§ 22-82.9-101 *et seq.* (Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through fifth grade pay for school lunch program, if they qualify for reduced price meals)

1 CCR 301-3 (State Board of Education - competitive food services rules)

1 CCR 301-79 (State Board of Education - healthy beverages rules)

CROSS REFERENCES:

EFC: Free and Reduced-Price Food Services

EFEA: Nutritious Food Choices

Free and Reduced-Price Food Services

Mapleton Public Schools (the “District”) shall take part as feasible in the National School Lunch and other food programs which may become available to ensure that all students receive proper nourishment.

The District shall establish regulations regarding participation in programs for free and reduced-price meals and supplementary food in accordance with applicable state and federal law.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

42 U.S.C. 1751 *et seq.* (*National School Lunch Act*)

7 C.F.R. 245.5 (*must inform families of the availability of reimbursable school meals and provide information about applying for free or reduced-price meals*)

C.R.S. § 22-32-120 (*food services*)

C.R.S. §§ 22-82.7-101 *et seq.* (*Start Smart Nutrition Program provides funding to eliminate amount students who qualify for reduced price meals pay in school breakfast program*)

C.R.S. §§ 22-82.9-101 *et seq.* (*Child Nutrition School Lunch Protection Program provides funding to eliminate amount students in preschool through fifth grade pay for school lunch program, if they qualify for reduced price meals*)

CROSS REFERENCES:

EF: School Nutrition Program

Nutritious Food Choices

At every possible eating occasion, ~~Mapleton Public Schools' (the "District")~~ students will have opportunities to practice what they are taught in nutrition education and choose nutritious snacks that are low in fat, sodium, and added sugars.

Schools are encouraged to take steps to ensure:

1. Nutritious foods are always available as an affordable option whenever food is served or sold;
2. Students have limited opportunities to eat snacks high in fat, sodium, or added sugars; and
3. Competition with nutritious meals served by the school food service program is minimized.

The emphasis on healthy choices applies to

1. A la carte items (separate food choices) offered by the food service program;
2. "Competitive foods" which are snacks and beverages sold from vending machines, school stores, and fund-raising activities that compete with the food service program; and
3. Refreshments that are available at school parties, celebrations, and meetings.

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores, and fund-raising activities conducted on school grounds, shall satisfy the minimum nutritional standards for beverages adopted by the State Board of Education. ~~This applies to beverages sold on campus during the regular school day and extended school day, including but not limited to before and after school activities such as clubs, year book, band, student government, drama, and childcare/latchkey programs.~~

These standards shall apply to beverages sold on campus during the regular school day and extended school day, including but not limited to extracurricular activities such as clubs, yearbook, band, student government, and drama, as well as and childcare programs.

~~The Colorado State Board of Education's nutritional~~ These standards shall not apply to the sale of beverages at school-related events where parents and other adults are ~~a significant part of the audience~~ invited attendees. Such activities include but are not limited to interscholastic sporting events, school plays, and band concerts.

Adopted January 22, 2013, by the Board of Education for Mapleton Public Schools.

Revised, 2017.

LEGAL REFERENCES:

1 CCR 301-79 (*State Board of Education – healthy beverages rules*)

C.R.S. § 22-32-134.5 (*healthy beverage requirement*)

C.R.S. § 22-32-136.3 (trans fat ban)

CROSS REFERENCES:

ADF: School Wellness

DRAFT - 1st reading

Records Retention

The Board of Education for Mapleton Public Schools (the “District”) has approved the District’s use of the Colorado School District Records Management Manual (“Records Management Manual”) developed by the Colorado State Archives Department to assist the District in determining the appropriate retention period for various types of records. Records regarding the District’s organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

The District shall retain records for the time periods specified by the Records Management Manual, as may be amended from time to time, unless a longer retention period is required by State or Federal law. District employees and Board members shall be responsible for adhering to the Records Management Manual.

Whenever the District is a party in litigation, or reasonably anticipates being a party in litigation, Board members and District employees in possession of hard copy or electronic documents, email, and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails, and other evidence until otherwise directed by the Superintendent (or designee).

Documents and other materials that are not “records” required to be retained by District policy, the Records Management Manual, or State or Federal law, and are not necessary to the functioning of the District, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or District action, and emails that do not contain information otherwise required to be retained by District policy, the Records Management Manual, or State or Federal law.

District employees may be subject to disciplinary action for violation of this policy.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

2 C.F.R. 200.333 (*retention requirements for federal fiscal records*)

C.R.S. § 24-72-113 (*limit on retention of passive surveillance records*)

C.R.S. §§ 24-80-101 *et seq.* (*State Archives and Public Records Act*)

CROSS REFERENCES:

EGAEA: Electronic Communication

GBJ: Personnel Records and Files

JRA/JRC: Student Records/Release of Information on Students

Open Hiring/Equal Employment Opportunity

The Board of Education for Mapleton Public Schools (the “District”) subscribes to the principles of the dignity of all people and of their labors. It also recognizes that it is both culturally and educationally sound to have persons of diverse backgrounds on the District's staff.

Therefore, the District shall promote and provide for equal opportunity in recruitment, selection, promotion, and dismissal of all personnel. Commitment on the part of the District towards equal employment opportunity shall apply to all people without regard to race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, ~~or~~ disability, or conditions related to pregnancy or childbirth.

The District shall ensure that it does not unlawfully discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion, and termination.

*Adopted December 11, 2012, by the Board of Education for Mapleton Public Schools.
Revised , 2017.*

LEGAL REFERENCES:

20 U.S.C. §1681 (*Title IX of the Education Amendments of 1972*)

29 U.S.C. §§ 201 *et seq.* (*Fair Labor Standards Act*)

29 U.S.C. §§ 621 *et seq.* (*Age Discrimination in Employment Act of 1967*)

29 U.S.C. § 794 (*Section 504 of the Rehabilitation Act of 1973*)

42 U.S.C. §§ 12101 *et seq.* (*Title II of the Americans with Disabilities Act*)

42 U.S.C. § 2000d (*Title VI of the Civil Rights Act of 1964*)

42 U.S.C. § 2000e (*Title VII of the Civil Rights Act of 1964*)

42 U.S.C. §§ 2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)

C.R.S. § 2-4-401(13.5) (definition of sexual orientation, which includes transgender)

C.R.S. § 22-32-110(1)(k) (*The practices of employment, promotion, and dismissal shall be unaffected by the employee's religion, creed, color, sex, sexual orientation, marital status, racial or ethnic background, national origin, ancestry, or participation in community affairs*)

C.R.S. § 22-61-101 (*discrimination in employment prohibited*)

C.R.S. §§ 24-34-301 *et seq.* (*Colorado Civil Rights Division procedures*)

C.R.S. § 24-34-301(7) (definition of sexual orientation, which includes transgender)

C.R.S. §§ 24-34-402 *et seq.* (*discriminatory or unfair employment practices*)

C.R.S. § 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

GBAA: Sexual Harassment

DRAFT - 1st reading

Staff Ethics/Conflict of Interest

No employee of Mapleton Public Schools (the “District”) shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the school system. Employees are expected to perform the duties of the position to which they are assigned and to observe rules of conduct and ethical principles established by State law and District policies and regulations.

It shall be understood that all confidential information an employee is privy to as a result of District employment shall be kept strictly confidential. In addition, employees shall not utilize information solely available to them through school sources to engage in any type of work outside of the District. This includes information concerning potential customers, clients, or employers.

An employee shall not sell any books, instructional supplies, musical instruments, equipment, or other school supplies to any student or to the parents/guardians of a student who attends the school served by the employee unless prior approval has been obtained from the Board.

Conflicts of Interest - Federally Funded Transactions

Separate from State law and the Board’s policies concerning District employees’ standards of conduct and conflict of interest, Federal law imposes restrictions on the conduct of District employees whenever the transaction in question is supported by federal funds subject to the Uniform Grant Guidance (UGG).

Under the UGG, a District employee shall not participate in the selection, award, or administration of a contract supported by a Federal award if the employee has a conflict of interest as defined by the UGG.

A conflict of interest arises under the UGG when the employee, any member of his or her immediate family, his or her business partner, or an organization which employs or is about to employ any of the aforementioned parties has a substantial financial or other interest in or would obtain a substantial tangible personal benefit from a firm considered for a contract.

In addition, the UGG prohibits District employees from soliciting or accepting gratuities, favors, or anything of monetary value from contractors or parties to subcontracts that are federally funded, unless the gift is an unsolicited item of nominal value.

For purposes of this policy section only, “immediate family” means the employee’s spouse, partner in a civil union, children, and parents. In determining whether a financial or other interest is “substantial,” or whether anything solicited or accepted for private benefit is of

“nominal value,” District employees shall follow the standards of conduct and corresponding definitions applicable to local government employees under State law.

These minimum Federal requirements are not waivable in connection with any transaction or contract to which they apply.

An employee who violates the standards of conduct set forth in this policy’s section may be subject to disciplinary action, in accordance with applicable law and Board policy.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

2 C.F.R. 200.318(c) (*Uniform Grant Guidance – written standards of conduct covering conflicts of interest required concerning the selection, award and administration of contracts supported by federal funds*)

Constitution of Colorado, Article X, Section 13 (*felony to make a profit on public funds*)

C.R.S. §§ 14-15-101 *et seq.* (*Colorado Civil Union Act*)

C.R.S. § 22-63-204 (*teachers receiving money for items sold to students/parents without written consent from Board*)

C.R.S. § 24-18-109 (*government rules of conduct*)

C.R.S. § 24-18-110 (*voluntary disclosure*)

C.R.S. § 24-18-201 (*standards of conduct – interests in contracts*)

C.R.S. § 24-18-202 (*standards of conduct – interests in sales*)

C.R.S. § 24-34-402(1) (*discriminatory and unfair employment practices*)

C.R.S. § 24-34-402(1)(h) (*nepotism provisions*)

CROSS REFERENCES:

DKC: Expense Authorization/Reimbursement

GBEB: Staff Conduct (and Responsibilities)

GCE/GCF: Professional Staff Recruiting/Hiring

GCQF: Discipline, Suspension, and Dismissal of Professional Staff (and Contract Nonrenewal)

GDE/GDF: Support Staff Recruiting/Hiring

GDQD: Discipline, Suspension, and Dismissal of Support Staff

Staff Conduct and Responsibilities

All employees of Mapleton Public Schools (the “District”) staff members have a responsibility to make themselves familiar with and abide by Federal and State laws that affect their work, and the policies and regulations of the District.

As representatives of the District and role models for students, all staff shall demonstrate and uphold high professional, ethical, and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the District and shall maintain professional boundaries with students at all times in accordance with this policy’s accompanying regulation (GBEB-R). Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Rules of Conduct

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to substantially further personal financial interests~~;~~
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority~~;~~
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises or~~;~~
4. Perform any action ~~in which the staff member has discretionary authority~~ which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.

~~The phrase “economic benefit tantamount to a gift of substantial value” includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.~~

~~It is permissible for an employee to receive:~~

- ~~1. An occasional nonpecuniary gift which is insignificant in value.~~

- ~~1. A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service.~~
- ~~2. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate.~~
- ~~3. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position.~~
- ~~4. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.~~
- ~~5. Payment for speeches, appearances or publications reported as honorariums.~~

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis; or,
2. Accept or receive a benefit as an indirect consequence of transacting District business.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of District policies and regulations in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern and attention toward the safety and welfare of students, ~~including the need to ensure that students are appropriately supervised.~~

~~A staff member may request an advisory opinion from the secretary of state concerning issues relating to conduct that is proscribed by state law.~~

Child Abuse

All District employees who have reasonable cause to know or suspect that any child is subjected to abuse, or to conditions that might result in abuse or neglect, must immediately upon receiving such information report such fact in accordance with District policy and State law. policy JLF.

The Superintendent is authorized to conduct an internal investigation or to take any other necessary steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a District employee. Such information shall remain confidential except that the Superintendent shall notify the Colorado Department of Education of the child abuse investigation.

Possession of Deadly Weapons

The ~~District's provisions of the~~ policy regarding public possession of deadly weapons on school property or in school buildings ~~also~~ shall apply to all District employees. ~~of the District.~~ However, the restrictions shall not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

~~Felony/Misdemeanor Convictions~~Criminal Offenses

Any employee charged with any crime involving violence or crimes against children shall report such charge to their supervisor within 24 hours so that school personnel can determine whether it is appropriate for the employee to continue in his or her current position, especially if that position includes direct contact with students.

Any employee convicted of any felony or misdemeanor criminal offense, other than a misdemeanor traffic offense or infraction, shall report the conviction to their supervisor within 24 hours. This includes a plea of *nolo contendere* or entry of an agreement for a deferred or suspended sentence.

If, subsequent to beginning employment with the District, the District has good cause to believe that any staff member has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor, other than a misdemeanor traffic offense or infraction, the District shall make inquiries to the Department of Education or other agencies for purposes of screening the employee.

In addition, the District shall require the potential classified employee to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. prior to hire. Fingerprints must be submitted within 20 days after receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a State and national fingerprint-based criminal history record check utilizing the records of the Colorado

Bureau of Investigation and the Federal Bureau of Investigation.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information. Non-licensed employees shall be terminated if the results of the fingerprint-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees shall not be charged fees for processing fingerprints under these circumstances.

Unlawful Behavior Involving Children

The District may make an inquiry with the Department of Education concerning whether any current employee of the District has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

Personnel Addressing Health Care Treatment for Behavior Issues

School personnel are prohibited under State law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See policy JLDAC: Screening/Testing of Students. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.

Revised, 2017.

LEGAL REFERENCES:

C.R.S. § 18-12-105.5 (*unlawful possession of weapons on school grounds*)

C.R.S. § 18-12-214(3)(b) (*school security officers may carry concealed handgun pursuant to valid permit*)

C.R.S. § 19-3-308(5.7) (~~*child abuse reporting notifying Superintendent of abuse or neglect when suspect acting in official capacity as an employee of a school district*~~)

C.R.S. § 22-32-109(1)(ee) (*duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission*)

C.R.S. § 22-32-109.1(8) (*policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees*)

C.R.S. § 22-32-109.7 (~~*Board of Education duties—employment of personnel duty to make inquiries prior to hiring*~~)

C.R.S. § 22-32-109.8(6) (*requirement to terminate non-licensed employees for certain felony offenses*)

~~C.R.S. § 22-32-109.8(10) (*non-licensed applicant requirements*)~~

C.R.S. § 22-32-109.9 (*licensed personnel fingerprint requirement*)

C.R.S. § 22-32-110(1)(k) (~~*employment, promotion, and dismissal shall be unaffected by the employee's religion, creed, color, sex, sexual orientation, marital status, racial or ethnic background, national origin, ancestry, or participation in community affairs*~~*power to adopt conduct rules*)

C.R.S. § 24-18-104 (~~*rules of conduct for public employees*~~*government employee rules of conduct*)

C.R.S. § 24-18-109 (~~*rules of conduct for local government*~~*employee rules of conduct officials and public employees*)

~~C.R.S. § 24-18-110 (*voluntary disclosure*)~~

CROSS REFERENCES:

JLC: Student Health Services and Records

JLDAC: Screening/Testing of Students

JLF: Reporting Child Abuse/Child Protection

KFA: Public Conduct on School Property

Staff Maternity/Paternity/Parental Leave

Maternity Leave

Pursuant to the employee's request, medically necessary sick leave for maternity purposes shall be available to any employee who becomes pregnant. The leave will be allowed during such period of the pregnancy and a reasonable time immediately following termination of the pregnancy as is medically necessary to safeguard the health of the mother and/or child.

1. Determination of Necessity

The determination and designation of the period of time during which maternity leave is necessary, including the beginning, duration, and end of the period, shall be made by the District. Such determination shall be based on information provided by the employee, the employee's physician, the administration, and if deemed necessary, by a physician designated by the Board of Education.

2. Reinstatement

An employee who has taken leave in accordance with this policy shall be assured reinstatement at the beginning of the first semester following the end of the period of time during which leave is necessary. However, any leave granted shall in no way affect the powers or duties of the Board including but not limited to the nonrenewal of a contract of a probationary teacher.

3. Notice

An employee who becomes pregnant shall be encouraged to notify the Superintendent (or designee) regarding the pregnancy well in advance of the expected leave so that the District may make appropriate staffing decisions. When an employee is no longer pregnant, she shall notify the Superintendent (or designee) of this fact.

4. Benefits

An employee on maternity leave for medical necessity as determined by the employee's or the Board's physician shall receive pay, insurance, and other benefits to the same extent and on the same basis as sick leave used for other purposes. Any additional leave granted by the Board for maternity purposes beyond that which is medically necessary shall be without pay or other benefits unless the provisions of the federally-mandated family leave policy apply.

Parental Leave

The provisions of this section shall apply only after an eligible employee has used any applicable federally-mandated family leave. Any days taken for family leave will be deducted from the total leave period allowed under this policy.

Parental leave of absence without salary and fringe benefits may be granted to staff members for the purpose of child rearing, child care, or adoption. Parental leave may be granted for a period of time not to exceed _____ for each employee. The leave need not be taken all at once, but must be taken in increments which coincide with the planning needs of the District.

In determining whether to grant the leave request, the District will consider any special needs of the child, the staffing needs of the District, and any other relevant factors. The District will grant parental leave without regard to the sex of the employee.

The request for leave will be made to the District's personnel office. If the parental leave request is refused by the personnel office, the staff member may appeal to the Board of Education.

If the leave period is for an entire school year, notice of intent to return from leave must be given to the personnel office before April 1 preceding the school year the employee wishes to return to work. If the leave is for a period less than an entire school year, notice of intent to return shall be given at least three months prior to the date the employee wishes to return to work. Upon return from parental leave, the employee shall be reinstated on the salary schedule at the column and step he or she was on when granted leave.

As long as proper notice has been given of the employee's intent to return to work, the District shall reinstate the employee and place him or her on the salary schedule at the appropriate level. A teacher being reinstated shall be placed in a teaching position as nearly identical as possible to the position left at the commencement of the leave. In no event shall a teacher be placed in a position for which he or she is not qualified or licensed.

The employee on parental leave will not be permitted to work in the District while on leave.

Nothing in this policy shall be construed to limit the powers or duties of the Board or District administration to make employment decisions for the District including but not limited to nonrenewing a contract of a probationary teacher.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

29 U.S.C. §§ 2601 *et seq.* (*Family and Medical Leave Act of 1993*)

42 U.S.C. § 2000e-2 (*Title VII of the Civil Rights Act of 1964*)

C.R.S. § 19-5-211 (*adoption statute*)

C.R.S. § 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions*)

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

GBA: Open Hiring/Equal Employment Opportunity

DRAFT - 1st reading

Hiring of Instructional Staff/Portability of Non-Probationary Status

The Board of Education for Mapleton Public Schools (the “District”) believes that all students enrolled in the District’s schools should have effective teachers in their classrooms. In accordance with this belief and the Board’s authority to employ personnel, the Board adopts this policy to address requests by teachers for “portability” of his or her non-probationary status.

In accordance with State law, a teacher who has obtained non-probationary status in another Colorado school district is not automatically granted non-probationary status when he or she is hired by the District. Rather, a teacher may be granted portability by the District only if the teacher meets the requirements of this policy, as determined by the District.

A teacher who does not request portability in accordance with this policy shall be considered a probationary teacher by the District. Colorado law provides that a teacher who has achieved non-probationary status in one school district may be awarded non-probationary status by a different school district if the teacher submits student academic growth data and performance evaluations for the prior two years, can show two consecutive performance evaluations with effectiveness ratings in good standing, and is subsequently hired by the District in accordance with this policy.

The Board’s hiring decision is guided by many factors including, but not limited to, the applicant’s experience, credentials, employment background, and the terms upon which the teacher is seeking employment including, but not limited to, whether the teacher is seeking non-probationary status. The decision as to whether a teacher wishes to be considered for employment as a non-probationary teacher rests solely with the teacher. Therefore, it is the responsibility of a teacher seeking non-probationary status to comply with the requirements of this policy.

The Board recognizes that there are occasions, such as when a teacher takes maternity, military, or another prolonged leave of absence, that the position to be filled is only temporarily vacant. Therefore, the Board specifically reserves the right to post appropriate positions as temporary teaching positions to which non-probationary status is inapplicable regardless of the applicant’s previous employment history.

Definitions

For purposes of this policy, the following definitions shall apply:

1. “Portability” means a teacher’s request that his or her non-probationary status obtained in another Colorado school district be recognized by the District.

2. “Teacher” means a person who holds a teacher’s license issued pursuant to the Colorado Educator Licensing Act of 1991, C.R.S. §§ 22-60.5-101 *et seq.* and who is employed to instruct, direct, or supervise the instructional program. “Teacher” does not include those persons holding authorizations or administrative positions within a school district.
3. “Non-probationary status” means the teacher has completed three consecutive years of demonstrated effectiveness in a Colorado school district and has been re-employed for the succeeding school year or has otherwise attained non-probationary status in accordance with the Teacher Employment, Compensation, and Dismissal Act of 1990, C.R.S. §§ 22-63-101 *et seq.*
4. “Effectiveness rating” means a rating of highly effective or effective on the teacher’s written evaluation conducted pursuant to the applicable Colorado school district’s licensed personnel performance evaluation system.
5. “Prior two consecutive years” means the current school year and the school year immediately preceding the current school year.

Teacher’s Request for Portability

During the District’s hiring process and prior to an offer of employment from the District, a teacher may request portability. The teacher shall provide the following documentation to the District when he or she requests portability:

1. Performance evaluations for the prior two consecutive years that show the teacher received effectiveness ratings; and
2. Evidence of the teacher’s student academic growth data for the prior two consecutive years.

Determination of Non-Probationary Status

If the teacher requests portability and provides the documentation required by this policy during the District’s hiring process, and prior to an offer of an employment from the District, the District shall determine, in its sole discretion, whether the documentation shows evidence of teacher effectiveness and student academic growth. The District shall make its determination of teacher effectiveness and student academic growth based upon the District’s licensed personnel performance evaluation system and the District’s measures of student academic growth.

If the District determines the documentation shows the required teacher effectiveness and student academic growth, the District shall grant non-probationary status to the teacher.

The Superintendent (or designee) may waive this policy's requirement that the teacher provide the required documentation during the District's hiring process and prior to an offer of employment if the Superintendent (or designee) determines exceptional circumstances exist and that it is in the best interests of the District to do so.

If the District determines that the teacher misrepresented or omitted any of the documentation required by this policy and/or misrepresented his or her non-probationary status or any other matter concerning the teacher's employment history, the District may take action in accordance with applicable law, including but not be limited to revocation of the teacher's non-probationary status and other appropriate disciplinary action.

All employment decisions remain within the sole and continuing discretion of the Board of Education, subject only to the conditions and limitations prescribed by Colorado law. Any dismissal or other employment action shall be in accordance with applicable State law, Board policy and the teacher's employment contract with the District. If a teacher who has achieved non-probationary status in another school district seeks to be employed by this district as a non-probationary teacher, he or she shall (1) clearly indicate on the application that he or she is seeking non-probationary employment; (2) forward to the District the documents that the teacher believes demonstrate that the teacher currently holds non-probationary status with another school district; (3) forward the documents that the teacher believes demonstrate that the teacher, if hired, would be entitled to non-probationary status; as well as a (4) written explanation as to how the documents demonstrate that the teacher would be entitled to non-probationary status if hired. If an applicant indicates on the application that he or she wishes to be considered for non-probationary employment, but fails to include the documents required by (2), (3) and (4) above, the application shall be deemed incomplete and will not be considered.

If the supporting documentation demonstrates that the teacher is entitled to non-probationary status, and the teacher is offered the position, the teacher will receive a non-probationary contract.

If a non-probationary teacher/applicant does not indicate on the application that the teacher is seeking employment as a non-probationary teacher, the applicant will be eligible only for an offer of employment pursuant to a probationary teacher contract regardless of whether the applicant has appended, or the District has solicited, evaluations from the applicant's prior school district(s). Any effort to amend the probationary contract immediately terminates the offer of employment and the applicant will not be considered further.

Adopted June 28, 2016, by the School Board for Mapleton Public Schools.

Revised _____, 2017.

LEGAL REFERENCES:

C.R.S. §§ 22-9-101 *et. seq.* (*Licensed Personnel Performance Evaluation Act*)

C.R.S. §§ 22-60.5-101 *et seq.* (*Colorado Educator Licensing Act of 1991*)

C.R.S. §§ 22-63-101 *et. seq.* (*Teacher Employment, Compensation, and Dismissal Act of 1990*)

C.R.S. § 22-63-203.5 (*non-probationary portability*)

1 CCR 301-87 (*State Board of Education rules for administration of a system to evaluate the effectiveness of licensed personnel*)

CROSS REFERENCES:

GCE/GCF: Professional Staff Recruiting/Hiring

GCO: Evaluation of Licensed Personnel

GCQF: Discipline, Suspension, and Dismissal of Professional Staff

Grading/Assessment Systems

Mapleton Public Schools (the “District”) believes that students will respond more positively to the opportunity for success than to the threat of failure. The District shall seek, therefore, in its instructional program to make achievement both recognizable and possible for students. It shall emphasize achievement in its processes of evaluating student performance.

State Assessment System

State and Federal law require District students to take standardized assessments in the instructional areas of English language arts, math, and science. State law also requires students to take standardized assessments in the instructional area of social studies. Accordingly, the District shall administer standardized assessments pursuant to these State and Federal legal requirements.

State law also requires the District to adopt policies and/or procedures concerning the use of pencil and paper on the computerized portion of state assessments; parent requests to excuse their children from taking state assessments; and the District’s assessment calendar. This policy and its accompanying regulation (IKA-R) represent the District’s processes to address these requirements.

1. Pencil and Paper Testing Option

The District may determine that a specific classroom or school within the District will use pencil and paper to complete the computerized portions of a State assessment. Factors that will be considered in making this determination include:

- The technological capacity and resources of the particular school/classroom;
- Students’ previous experience with computerized and written assessments;
- Whether the instructional methodology of the particular school/classroom is consistent with the use of computerized assessments or written assessments; and
- The logistics of administering the State assessment in different formats at a particular school or schools.

Prior to making this determination, the Superintendent (or designee) shall consult with the School Director(s) affected by this determination as well as parents/guardians of students enrolled in the District.

For students with disabilities, the use of pencil and paper instead of a computer to complete a State assessment shall be determined by the student's Individualized Education Program (IEP) team or Section 504 team, in accordance with applicable law.

2. Parent/Guardian Request for Exemption

A parent/guardian who wishes to exempt his or her child from a particular State assessment or assessments shall make this request in accordance with this policy's accompanying regulation (IKA-R).

In accordance with State law, the District shall not impose a negative consequence upon a student whose parent/guardian has requested an exemption from a State assessment or assessments.

This policy's exemption process shall apply only to State assessments and shall not apply to District or classroom assessments.

3. Sharing of Student State Assessment Results with Parents/Guardians

The Colorado Department of Education is required to provide diagnostic academic growth information for each student enrolled in the District and for each public school in the District based on the State assessment results for the preceding school years. This information shall be included in each student's individual student record. Appropriate school personnel, including those who work directly with the student, shall have access to the student's State assessment results and longitudinal academic growth information and shall share with and explain that information to the student's parent/guardian.

District Assessment System

In addition to the State assessment system, the District has developed a comprehensive assessment system that:

- Challenges students to think critically, apply what they have learned, and gives them the opportunity to demonstrate their skills and knowledge;
- Includes "early warning" features that allow problems to be diagnosed promptly to let students, teachers, and parents/guardians know that extra effort is necessary;
- Provides reliable and valid information on student and school performance to educators, parents/guardians, and employers; and
- Provides timely and useful data for instructional improvement and improved student learning, including feedback useful in determining whether the curriculum is aligned with the District's academic standards.

In accordance with applicable law, the District's assessment system shall accommodate students with disabilities and English language learners.

The District's assessment results, in combination with state assessment results, will be used as the measurement of student achievement. It is believed these results will provide reliable and valid information about student progress on the District's academic standards.

Additional Assessment Information for Parents/Guardians

In accordance with State law and this policy's accompanying regulation (IKA-R), the District shall distribute an assessment calendar and related information to parents/guardians on an annual basis to inform them about the State and District assessments that the District plans to administer during the school year.

Classroom Assessment System

Classroom assessment practices shall be aligned with the District's academic standards and assessment program. Assessment is an integral part of the teaching and learning process that should occur continuously in the classroom. The primary purpose of classroom assessment shall be to enable teachers to make instructional decisions for students on a continual basis.

Students are encouraged to engage in informal self-assessments as they study and attempt to solve problems, monitor their own progress and improve their learning.

Grading System

The administration and professional staff shall devise a grading system for evaluating and recording student progress and to measure student performance in conjunction with the District's academic standards. The records and reports of individual students shall be kept in a form meaningful to parents/guardians as well as teachers. The grading system shall be uniform District-wide at comparable grade levels. Peer grading of student assignments and classroom assessments is permissible. The intent of this practice is to teach material again in a new context and to show students how to assist and respect fellow students.

The Board shall approve the grading, reporting, and assessment systems as developed by the professional staff, upon recommendation of the Superintendent.

The Board recognizes that classroom grading and/or assessment systems, however effective, are subjective in nature but urges all professional staff members to conduct student evaluations as objectively as possible.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

C.R.S. § 22-7-1006.3(1) (*state assessment implementation schedule*)

C.R.S. § 22-7-1006.3(1)(d) (*district must report to CDE the number of students who will take the state assessment in a pencil and paper format*)

C.R.S. § 22-7-1006.3(7)(d) (*state assessment results included on student report card if feasible*)

C.R.S. § 22-7-1006.3(8)(a) (*policy required to ensure explanation of student state assessment results*)

C.R.S. § 22-7-1013(1) (*district academic standards*)

C.R.S. § 22-7-1013(6) (*policy required regarding the use of pencil and paper on state assessments*)

C.R.S. § 22-7-1013(7) (*procedure required concerning distribution of assessment calendar to parents/guardians*)

C.R.S. § 22-7-1013(8) (*policy and procedure required to allow parents to excuse their children from participation in state assessments*)

C.R.S. §§ 22-11-101 et seq. (*Education Accountability Act of 2009*)

C.R.S. § 22-11-203(2)(a) (*principal required to provide educators access to their students' academic growth information "upon receipt" of that information*)

C.R.S. § 22-11-504(3) (*policy required to ensure explanation of student state assessment results and longitudinal growth information*)

CROSS REFERENCES:

AEA: Standards Based Education

AED: Accreditation

IK: Academic Achievement

JRA/JRC: Student Records/Release of Information on Students

Graduation Requirements

In pursuit of its mission to ensure that each student is empowered to achieve his or her dreams, Mapleton Public Schools (the “District”) has established the following graduation requirements.

Mapleton students, parents, and staff must work together to ensure graduation requirements are met. Teachers, post-secondary coaches, and administrators shall guide students and inform parents in order to ensure that students are aware of graduation requirements and their status-progress toward meeting these requirements.

To receive a high school diploma from Mapleton Public Schools, all students must meet or exceed the District’s academic standards. Students with disabilities shall be provided access to all graduation pathways provided by this policy and shall have the opportunity to earn a high school diploma from the District.

Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student’s public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the District’s academic standards and to meet the expectations for graduation.

Units of Credit Needed

A total of 22 credits earned during high school are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets five days per week for a minimum of 40 minutes daily for at least 36 weeks, or the equivalent.

Successful completion means that the student obtained a passing grade for the course, which is the equivalent of a “C-” or better. Students may also be permitted to receive course credit for demonstrating proficiency in a subject area equivalent to that shown by successful completion of the course. Proficiency may be demonstrated through receiving a “C-” or better in a college course in the same subject, or through a presentation of evidence consistent with District approved rubrics demonstrating course-level equivalent knowledge and skills. In order to receive course credit based on demonstrated proficiency rather than course completion must be approved by the Superintendent (or designee).

A student may pursue coursework in one or more content areas beyond the minimum requirements, insofar as school scheduling and resources permit. Students may request to transfer credit earned through alternative means such as college coursework, correspondence courses, armed services credit, adult education, independent study, and

internships to count toward high school graduation from Mapleton. These requests will be approved on an individual basis.

In rare instances, the Superintendent may approve a waiver of a specific requirement. The waiver request will be approved or denied based on the rationale provided for such waiver.

The following criteria shall entitle a student to a high school diploma from Mapleton Public Schools:

- Achievement in academic content standards as demonstrated by mastery of the curriculum which may include, but is not limited to, daily classroom assignments, ~~State and District assessments~~the Colorado Student Assessment Program, the ~~District assessment program~~, classroom assessments, and student participation in, and completion of, assigned projects.
- Successful completion of 22 credits in grades nine through twelve in the prescribed categories listed below (District requirements) in addition to successful completion of all school-specific requirements.
- Starting with the ninth grade class of 2017 – 2018, students must demonstrate academic proficiency in English and math using one measure in each content from the Mapleton Public Schools Menu of College and Career-Ready Demonstrations listed below.
- ~~Completion of the requirements and goals as listed on a student's Individual Education Plan (IEP) which may include modified content standards.~~

State and District Content Standards

~~All students must meet or exceed state and District academic content standards prior to becoming eligible to graduate. A student with an Individualized Education Program (IEP) is eligible to graduate once the requirements and goals on their IEP are complete, which may include modified academic content standards.~~

~~Graduation from high school is a culminating event that results from the foundations built at the elementary and middle levels. Graduation is a collaborative effort among levels in a student's public school career. Each level of school and each staff member or parent/guardian who instructs or counsels a student shares responsibility for the ultimate ability of that student to demonstrate proficiency in the content standards and to meet the expectations for graduation.~~

Units of Credit Needed

A total of 22 credits earned during high school are required for graduation. A credit is defined as the amount of credit given for the successful completion of a course which meets five days per week for a minimum of 40 minutes daily for at least 36 weeks, or the equivalent.

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A student may pursue coursework in one or more content areas beyond the minimum requirements, insofar as school scheduling and resources permit. Students may request to transfer credit earned through alternative means such as college coursework, correspondence courses, armed services credit, adult education, independent study, and internships to count toward high school graduation from Mapleton. These requests will be approved on an individual basis.

In rare instances, the Superintendent may approve a waiver of a specific requirement. The waiver request will be approved or denied based on the rationale provided for such waiver.

District-Wide Coursework Requirements for Graduating Classes of '18, '19, and '20-

The following District-wide graduation requirements provide a uniform framework for successful completion of a college preparatory curriculum and have been developed to ensure that every Mapleton student is prepared to pursue college or other post-secondary education program of his or her choice. All Mapleton graduates for the classes of 2018, 2019, and 2020 must satisfy the following coursework requirements to be eligible for graduation:

Subject Area	Credits Required	Specific Courses Required
English	4	

Mathematics	4	All 4 credits must be earned in Algebra 1 and higher
Natural/Physical Science	4	At least 2 credits must be lab-based
Social Studies	3	At least .5 credit must be in Civics/Government and at least 1 credit must be in U.S. or World History
Foreign Languages	1	
Physical Education	1	Must receive at least .5 credit in Health and .5 credit in Physical Education
Academic Electives	4.5	Financial Literacy – required course Must receive at least .5 credit in art and .5 credit in technology. The remaining credits may be earned in any academic area listed, or AFJROTC, foreign languages, computer science, art, music, or drama. Also acceptable are college credits earned based on concurrent enrollment programs, or International Baccalaureate courses.
Capstone	.5	Includes an independent research project, a community service experience, or and an individual career and academic portfolio.
Total	22	

Mapleton Public Schools Menu of College and Career-Ready Demonstrations

Beginning with the graduating class of 2020-2021, the following District-wide graduation requirements must be satisfied to be eligible for graduation:

<u>Subject Area</u>	<u>Credits Required</u>	<u>Specific Courses Required</u>
<u>English</u>	<u>4</u>	-
<u>Mathematics</u>	<u>3</u>	<u>All 3 credits must be earned in Algebra 1 and higher</u>
<u>Natural/Physical Science</u>	<u>4</u>	<u>At least 2 credits must be lab-based</u>
<u>Social Studies</u>	<u>3</u>	<u>At least .5 credit must be in Civics/Government and at least 1 credit must be in U.S. or World History</u>
<u>Foreign Languages</u>	<u>1</u>	-
<u>Physical Education</u>	<u>1</u>	<u>Must receive at least .5 credit in Health and .5 credit in Physical Education</u>
<u>Academic Electives</u> -	<u>5.5</u>	<u>Financial Literacy – required course</u> <u>Must receive at least .5 credit in art and .5 credit in technology.</u> <u>The remaining credits may be earned in any academic area listed, or AFJROTC, foreign languages, computer science, CareerX, art, music, or drama. Also acceptable are college credits earned based on concurrent enrollment programs, or International Baccalaureate courses.</u>
<u>Capstone</u>	<u>.5</u>	<u>Includes an independent research project, a community service experience, or and an individual career and academic portfolio.</u>
<u>Total</u>	<u>22</u>	-

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The Colorado State Board of Education has adopted State graduation guidelines that identify college and career readiness measures in English and Math. Mapleton Public Schools has selected its own measures from these State graduation guidelines.

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate college and career readiness in English and Math.

Assessment	English	Math
ACCUPLACER	62 on Reading Comprehension	61 on Elementary Algebra
ACT	At least 18 on English	At least 19 on Math
ACT WorkKeys - National	Bronze (3) or higher	Bronze (3) or higher
Advanced Placement (AP)	Score of at least 2	Score of at least 2
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile	Score in at least the 31st percentile
Concurrent Enrollment	Passing grade per district and higher education policy	Passing grade per district and higher education policy
District Capstone	Individualized	Individualized
Industry Certificate	Individualized	Individualized
International Baccalaureate (IB)	Score of 4	Score of 4
SAT	Score of at least 430	Score of at least 460
Collaboratively-developed, standards-based performance assessment	State-wide scoring criteria	State-wide scoring criteria

~~Mapleton Public Schools does have the authority to adapt the college and career demonstrations necessary to earn a standard high school diploma to accommodate for students with the following exceptions: English learners, gifted students and students with disabilities.~~

Exceptions to the Board's Required Measures and Cut Scores/Criteria

~~If a student has demonstrated college and career readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the school director (or designee) may determine that such assessment or other measure is acceptable and meets the District's graduation requirements.~~

School-Specific Requirements

Mapleton Public Schools offers unique learning experiences for its students and each school provides its own learning model and environment. Accordingly, each high school requires students to complete school-specific academic experiences that reflect the focus of that specific school. This provides a unique mix of approaches of equal rigor for students to demonstrate essential skills and knowledge for life after graduation. To be eligible for graduation, all students must complete the school-specific graduation requirements in addition to the District-wide graduation requirements.

Credit from Other Institutions and Home-Based Programs

All students entering from outside the District must meet the District graduation requirements. The school director shall determine whether credit toward graduation requirements shall be granted for courses taken outside the District. Students who are currently enrolled in the District who wish to obtain credit from outside institutions or through online programs must have prior approval from the school director.

The District shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with District requirements and academic standards, the District shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the District may administer testing to the student to verify the accuracy of the student's transcripts. The District may reject any transcripts that cannot be verified through such testing.

Credit from a Dropout Recovery Program

~~In accordance with applicable state law, college courses completed pursuant to the student's participation in a "dropout recovery program" shall count as credit toward completion of the district's graduation requirements. A student seeking to enroll in a~~

dropout recovery program shall work with his or her high school principal or designee in selecting college courses.

Class Rankings and Grade Point Averages

Graduating seniors shall be ranked within the graduating class for each high school upon the basis of grade-point averages for the four-year program, excluding the last semester of the senior year.

Grades for regular classes will be given the following values: A=4, B=3, C=2.

Grades for college level classes will be given the following values: A=5, B=3.75, C=2.5, D=1.25.

After a course has been passed, no future grade earned in the same course shall be used to determine class rank or grade point average.

The student with the highest-class rank will be valedictorian. When more than one student holds the numerical one rank, all students holding the rank will be declared co-valedictorians.

When transcripts of transfer students show grades such as pass or satisfactory, such grades shall not be counted in determining class rank or grade point average. Students entering from home-based education programs must submit student work or other proof of academic performance for each course for which credit toward class ranking or grade point average is sought.

Independent Study

Independent study, work experience, and experienced-based programs approved in advance by the District Learning Services Department may be taken for high school credit. Students must submit a request for approval that includes a summary of the educational objectives to be achieved and must be monitored by a faculty member.

Student Course Load

The course load for freshmen, sophomores, juniors, and seniors shall be a minimum of 6 credits per school year. Students who wish to take fewer credits in any given school year must obtain advance permission from the school director.

Years of Attendance

Mapleton Public Schools believes that most students benefit from experiencing four years of high school and accordingly, District high school programs are designed to take four

years to complete. The District provides programs that allow students to earn college credit while in high school, and students needing more of a challenge are encouraged to take advantage of those opportunities rather than graduating early. The District recognizes, however, that in some circumstances it may be appropriate for a student to graduate early. The Superintendent may authorize early graduation for a student requesting it as long as the student has met all graduation requirements.

Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.

Revised May 24, 2016.

Revised _____, 2017.

LEGAL REFERENCES:

C.R.S. § 22-1-104 (*teaching history, culture and civil government*)

C.R.S. § 22-32-109(1)(kk) (*board to establish graduation requirements applicable to students enrolling in 9th grade beginning in the 2012-13 school year*)

C.R.S. § 22-32-132 (*discretion to award diploma to honorably discharged veterans*)

C.R.S. § 22-33-104.5 (*home-based education law*)

C.R.S. §§ 22-35-101 et seq. (Concurrent Enrollment Programs Act)

CROSS REFERENCES:

AE: Accountability/Commitment to Accomplishment

AEA: Standards Based Education

IA: Instructional Goals and Learning Objectives

IHA: Basic Instructional Program

IHAC: History and Civil Government Education

IHBG: Home Schooling

IHBK: Preparation for Postsecondary and Workforce Success

IHCDA: Concurrent Enrollment

IK: Academic Achievement

IKA: Grading/Assessment Systems

ILBA: District Program Assessments

ILBB: State Program Assessments

ILBC: Literacy and Reading Comprehension Assessments

Equal Educational Opportunities

Every student of Mapleton Public Schools (the “District”) shall have equal educational opportunities through programs offered in the District regardless of race, color, ancestry, creed, sex, sexual orientation (which includes transgender), religion, national origin, marital status, disability, or need for special education services. ~~No student shall be excluded from participating in, or be denied the benefits of, any District program or activity on any of these bases. This includes access to and participation in course offerings, athletics, counseling, and extracurricular activities. The term “equal” should be interpreted to permit educational opportunities that are different, provided that no student receives inferior educational opportunities.~~

This concept of equal educational opportunity shall guide the Board and staff in making decisions related to District facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of Federal and State laws and regulations.

In order to ensure that District programs are in compliance with applicable laws and regulations, the Board directs the Superintendent (or designee) to periodically monitor the following areas:

1. Curriculum and materials – review curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training – provide training for students and staff to identify and alleviate problems of discrimination.
3. Student access – review programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District support – ensure that District resources are equitably distributed among school programs including but not limited to staffing and compensation, facilities, equipment, and related matters.
5. Student evaluation instruments – review tests, procedures and guidance and counseling materials for stereotyping and discrimination.
6. Discipline – review discipline records and any relevant data to ensure the equitable implementation and application of District discipline policies. ~~Students with identified physical and mental impairments that constitute disabilities shall be provided with a free appropriate public education, consistent with the requirements of federal and state laws~~

and regulations.

~~This concept of equal educational opportunity shall guide the Board and staff in making decisions related to District facilities, selection of educational materials, equipment, curriculum, and regulations affecting students. In order to ensure that District programs are in compliance with applicable laws and regulations, the Superintendent (or designee) will periodically monitor curriculum and materials, training programs for students and staff, student access, District resources and support, student evaluation instruments, and discipline policies and procedures.~~

*Adopted April 23, 2013, by the Board of Education for Mapleton Public Schools.
Revised , 2017.*

LEGAL REFERENCES:

20 U.S.C. § 1681 (*Title IX of the Education Amendments of 1972*)

20 U.S.C. § 1701-1758 (*Equal Educational Opportunities Act of 1974*)

29 U.S.C. §§ 701 *et seq.* (*Section 504 of the Rehabilitation Act of 1973*)

C.R.S. § 2-4-401(13.5) (*definition of sexual orientation, which includes transgender*)

C.R.S. § 22-32-109(1)(II) (*Board duty to adopt written policies prohibiting discrimination*)

C.R.S. § 22-32-109.1(2) (*safe school plan to be revised as necessary in response to relevant data collected by the school district*)

C.R.S. § 24-34-601 (*unlawful discrimination in places of public accommodation*)

C.R.S. § 24-34-602 (*penalty and civil liability for unlawful discrimination*)

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

JBB: Sexual Harassment

Admission and Denial of Admission

Admission

Admission refers to the first time a student seeks to attend the schools of the District, or returns after not being enrolled for any period of time.

Students residing within the boundaries of Mapleton Public Schools (the “District”) are given priority over students residing outside of the District’s boundaries for admission decisions.

All persons who have reached the age of six and are under the age of 21 who have not graduated from high school or received any document evidencing completion of the equivalent of a secondary curriculum (G.E.D.), and reside within the boundaries of the District will be permitted to attend without payment of tuition, subject to the remainder of this policy. Non-resident (out-of-district) students will be admitted pursuant to this policy and in accordance with state and federal law. Preliminary decisions regarding residency classifications are determined by the Welcome Center based upon appropriate documentation provided by the family, subject to review and verification by the Superintendent/Designee. Providing false information is cause for denial of admission and/or enrollment.

Any child who will reach the age of five on or before October 1st is eligible to attend Kindergarten in August of that year. Any child entering public school for the first time who will reach the age of six on or before October 1st is eligible to attend first grade beginning in August of that year. Students who do not meet the minimum age requirements for kindergarten or first grade shall not be admitted. Exceptions may be made for highly gifted students by contacting the Superintendent/Designee, whose decision shall be final.

A birth certificate or other proof of legal age, as well as proof of residence, must be provided both to the Welcome Center and to the school.

Although not required, students shall be urged to have a physical examination and to submit a report from the examining physician to the school to ensure the school nurses have adequate information to properly care for the student’s medical needs.

All students new to the District are admitted conditionally until all records, including discipline records, from the schools previously attended by the student are received by the District. In the event that the student’s records indicate a reason to deny admission, the student’s conditional status will be revoked. The parent/guardian will be provided with written notice of the denial of admission, which will inform of their right to request a hearing. This section does not apply to enrollment of students in out-of-home placements.

Denial of Admission

Mapleton Public Schools may deny admission to the schools of the District in accordance with applicable law. The District shall provide due process of law to students and parents/guardians through written procedures consistent with law. The procedures for denial of admission shall be the same as those for student suspension/expulsion inasmuch as the same section of the law governs these areas.

Nondiscrimination

The Board, the Superintendent, other administrators, and District employees shall not unlawfully discriminate based on a student's race, color, national origin, ancestry, creed, religion, sex, sexual orientation (which includes transgender), marital status, disability, or need for special education services in the determination or recommendation of action under this policy.

*Adopted March 26, 2013 by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-1-102 (defines "resident")
C.R.S. § 22-1-102.5 (defines "homeless child")
C.R.S. § 22-1-115 (school age is any age over five and under twenty-one years)
C.R.S. § 22-2-409 (notification of risk)
C.R.S. § 22-32-109(1)(II) (Board duty to adopt policies requiring enrollment decisions to be made in a nondiscriminatory manner)
C.R.S. § 22-32-115 (tuition to another school district)
C.R.S. § 22-32-116 (non-resident students)
C.R.S. § 22-32-138 (enrollment of students in out-of-home placements)
C.R.S. §§ 22-33-103 through 22-33-110 (school attendance law)
C.R.S. § 22-33-105(2)(c) (requiring hearing to be convened if requested within 10 days after denial of admission or expulsion)

CROSS REFERENCES:

JEB: Entrance Age Requirements
JKD/JKE: Suspension/Expulsion of Students
JLCB: Immunization of Students

Bullying Prevention and Education

Mapleton Public Schools (the “District”) supports a secure school climate conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency in the District’s approach and to help create a climate in which all types of bullying are regarded as unacceptable.

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expression, or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance, disability, race, creed, color, sex, sexual orientation (which includes transgender), national origin, religion, ancestry, the need for special education services, or against whom federal and state laws prohibit discrimination upon the bases described in C.R.S. § 22-32-109(1)(ll)(I), whether such characteristic is actual or perceived.

Bullying is prohibited on District property, at District or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the District or one of its schools, or off school property when such conduct has a nexus to school or any District curricular or non-curricular activity or event.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related District policies and regulations. Students targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under District policies and regulations regarding unlawful discrimination and harassment.

The Superintendent shall develop a comprehensive program to address bullying at all school levels. The program shall be aimed toward accomplishing the following goals:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.

3. To implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. To initiate efforts to change the behavior of students engaged in bullying behaviors through re-education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
6. To support victims of bullying by means of individual and peer counseling.
7. To help develop peer support networks, social skills, and confidence for all students.
8. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

The District's comprehensive program to address bullying shall incorporate provisions for adequate due processes and safeguards for students accused of bullying behaviors, in accordance with applicable law and District policy.

The District shall administer surveys of students' impressions of the severity of bullying in their schools. Such surveys shall be conducted in accordance with applicable law and District policy. Students' survey responses shall be confidential. Participation in the surveys shall not be required and students shall voluntarily "opt in" to participate in the survey.

The District school(s) included in the District's bullying prevention and education grant shall appoint a team of persons to advise school administration concerning the severity and frequency of bullying incidents. The school team(s) may include, but need not be limited to, counselors, teachers, school administrators, parents, students, law enforcement officials, social workers, prosecutors, health professionals, and mental health professionals.

*Adopted June 11, 2013, by the Board of Education for Mapleton Public Schools.
Revised , 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-109.1(2)(a)(I)(K) (*policy required as part of safe schools plan*)

C.R.S. § 22-32-109.1(1)(b) (*definition of "bullying"*)

CROSS REFERENCES:

AC: Nondiscrimination/Equal Opportunity

JB: Equal Educational Opportunities

JBB: Sexual Harassment

JICDA: Code of Conduct

JICDD: Violent and Aggressive Behavior

JICJ: Student Use of Electronic Communication Devices

JK: Student Discipline

[JKD/JKE: Suspension/Expulsion of Students \(and Other Disciplinary Interventions\)](#)

[ILDAC: Screening/Testing of Students \(and Treatment of Mental Disorders\)](#)

DRAFT - 1st reading

Drug and Alcohol Use by Students

Mapleton Public Schools promotes a healthy environment for students by providing education, support, and decision-making skills with regard to alcohol, drugs, and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents/guardians, the community, and its agencies.

It shall be a violation of District policy and considered to be behavior which is detrimental to the welfare or safety of other students or school personnel for any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with District policy and regulations on administering medications to students or the District's policy on administration of medical marijuana to qualified students (JLCDB).

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student on District property, being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event, off school property when the conduct has a reasonable connection to school or any District curricular or non-curricular event, or whose conduct at any time or place interferes with the operations of the District or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions which may include suspension or expulsion from school and/or referral to law enforcement. Disciplinary sanctions and interventions for violations of this policy shall be in accordance with District policy concerning student suspensions, expulsions, and other disciplinary interventions.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. ~~When appropriate, parents shall be involved and effort made to direct the substance abuser to sources of help.~~

Mapleton Public Schools, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services, or other agencies

and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents/guardians and students with information concerning education and rehabilitation programs which are available.

Information provided to students and/or parents about community substance abuse treatment programs or other resources shall be accompanied by a disclaimer to clarify that the District assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required.

~~The District shall provide all students and parents/guardians with a copy of this policy and its accompanying procedures on an annual basis.~~

~~The District shall conduct a periodic review of its drug prevention program to determine its effectiveness and to implement any necessary changes.~~

*Adopted March 26, 2013 by the Board of Education for Mapleton Public Schools.
Revised _____, 2017.*

LEGAL REFERENCES:

20 U.S.C. §§ 7101 *et seq.* (Safe & Drug-Free Schools and Communities Act of 1994)

C.R.S. § 18-18-102(3), (5) (definition of “anabolic steroid” and “controlled substance”)

C.R.S. § 18-18-407(2) (crime to sell, distribute or possess controlled substance on or near school grounds or school vehicles)

C.R.S. § 22-1-110 (instruction related to alcohol and drugs)

C.R.S. § 22-1-119.3(3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student’s primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)

C.R.S. § 22-32-109.1(2)(a)(I)(G) (policy required as part of safe schools plan)

C.R.S. § 22-33-106(1)(d) (suspension or expulsion discretionary for the sale of a drug or controlled substance)

C.R.S. § 25-1.5-106(12)(b) (possession or use of medical marijuana in or on school grounds or in a school bus is prohibited)

C.R.S. § 25-14-103.5 (boards of education must adopt policies prohibiting use of retail marijuana on school property)

CROSS REFERENCES:

IHAMA: Teaching about Drugs, Alcohol, and Tobacco

JIH: Student Interrogations, Searches, and Arrests

JK-2: Discipline of Students with Disabilities

JKD/JKE: Suspension/Expulsion of Students

JLCD: Administering Medications to Students

[JLCDB: Administration of Medical Marijuana to Qualified Students](#)

DRAFT - 1st reading

Student Concerns, Complaints, and Grievances

Decisions made by school personnel which students of Mapleton Public Schools (the “District”) believe are unfair or in violation of pertinent District policies or individual school rules may be appealed to the school director or a designated representative or by following the specific appeal process created for particular complaints.

Grievance procedures are available for students to receive prompt and equitable resolution of allegations of discriminatory actions on the basis of race, color, national origin, ancestry, creed, sex, sexual orientation (which includes transgender), marital status, religion, disability, or need for special education services, which students are encouraged to report.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

CROSS REFERENCES:

AC-R: Nondiscrimination/Equal Opportunity (Complaint and Compliance Process)

IHCDA: Concurrent Enrollment

JB: Equal Educational Opportunities

JBB: Sexual Harassment

JICEA: School-Related Student Publications

JICEC: Student Distribution of Noncurricular Materials

Administering Medications to Students

Mapleton Public Schools (the “District”) recognizes that a significant number of students have health problems that require the administration of medication during the school day. School personnel shall not administer prescription or nonprescription medications to students unless appropriate administration cannot reasonably be accomplished outside of school hours and the student’s parent/guardian is not available to administer the medication during the school day. ~~In an attempt to keep children in school when appropriate, the District has adopted this policy which provides students with access to necessary medications during the school day, while ensuring student safety and compliance with state and federal law.~~

Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication. For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication, but does not include medical marijuana. The administration of medical marijuana shall be in accordance with the Board’s policy on administration of medical marijuana to qualified students (JLCDB).

~~For purposes of this policy, the term “medication” includes both prescription medication and nonprescription medication.~~ The term “nonprescription medication” includes but is not limited to over-the-counter medications, homeopathic and herbal medications, vitamins, and nutritional supplements.

~~If the student’s parent/guardian is available to administer the medication during the school day, the parent/guardian may come to school to administer the medication to the student. School personnel will only administer prescription or nonprescription medications to students if appropriate administration cannot reasonably be accomplished outside of school hours and the student’s parent/guardian is not available to administer the medication during the school day.~~

~~Medication may be administered to students by school personnel whom a registered nurse has trained and delegated the task of administering such medication.~~ Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original, properly labeled container. If it is a prescription medication, the student’s name, the name of the medication, dosage, how often it is to be administered, and name of the prescribing health care practitioner shall be printed on the container.

2. The school shall have received written permission to administer the medication from the student's health care practitioner with prescriptive authority under Colorado law.
3. The school shall have received written permission from the student's parent/guardian to administer the medication to the student.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Self-Administration of Medicine for Asthma, Allergies, or Anaphylaxis

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or related, life-threatening condition any medication that is prescribed by a licensed health care practitioner to be used by the student. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with regulation JLCD-R.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school director after consultation with the school nurse and the student's parent/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication. ~~A student shall not possess or self-administer medical marijuana on school grounds, upon a school bus or at any school-sponsored event.~~

Student possession, use, distribution, sale, or being under the influence of medication inconsistent with this ~~Policy~~ shall be considered a violation of District policy concerning drug and alcohol involvement by students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy. ~~shall be considered a violation of policy JCH, Drug and Alcohol Use by Students and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with policy JCH.~~

*Adopted September 24, 2013, by the Board of Education for Mapleton Public Schools.
Revised , 2017.*

LEGAL REFERENCES:

C.R.S. § 12-38-132 (*delegation of nursing tasks*)

C.R.S. § 22-1-119 (*no liability for adverse drug reactions/side effects*)

C.R.S. § 22-1-119.5 (*Colorado Schoolchildren's Asthma, Food Allergy, and Anaphylaxis Health Management Act*)

C.R.S. § 22-1-119.3 (3)(c), (d) (no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event)

C.R.S. § 22-2-135 (*Colorado School Children's Food Allergy and Anaphylaxis Management Act*)

C.R.S. §§ 24-10-101 et seq. (*Colorado Governmental Immunity Act*)

C.R.S. § 22-1-119.3 (*Policy for student possession and administration of prescription medication - rules*)

1 CCR 301-68 (*State Board of Education rules regarding student possession and administration of asthma, allergy and anaphylaxis management medications or other prescription medications*~~*State Board of Education rules regarding Administration of Colorado School Children's Asthma and Anaphylaxis Act and Colorado School Children's Food Allergy and Anaphylaxis Management Act*~~)

6 CCR 1010-6, Rule 6.13 (requirements for health services in schools) ~~6 CCR 1010-6, Rule 9-105 (regulations)~~

CROSS REFERENCES:

JLCD-R: Regulation: Administering Medications to Students

JLCD-E: Permission for Administering Medications

JICH: Drug and Alcohol Use by Students

~~JKD/JKE: Suspension/Expulsion of Students (and Other Disciplinary Interventions)~~

JLCDA: Students with Food Allergies

JLCE: First Aid and Emergency Medical Care

JLCDB: Administration of Medical Marijuana to Qualified Students

Administration of Medical Marijuana to Qualified Students

The Board of Education (the “Board”) for Mapleton Public Schools strives to honor families’ private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, the District restricts the administration of medications during school hours unless administration cannot reasonably be accomplished outside of school hours.

Students are strictly prohibited from possessing, using, selling, distributing, or exchanging and from being under the influence of alcohol, drugs, or other controlled substances on school grounds or at school sponsored events or activities. (JICH: Drug and Alcohol Involvement by Students)

The Board acknowledges that under Federal law, marijuana in any form, including medical marijuana, is an illegal controlled substance. This policy shall not be construed to allow or endorse use of medical marijuana on school property, on a school bus, or at a school-sponsored event. Colorado law requires school districts to allow the administration of medical marijuana to qualified students in very specific circumstances and this policy is designed to proscribe how District officials will handle such a request.

In the event a qualified student seeks permission, administration of medical marijuana shall be in accordance with this policy. Strict compliance with this policy is required any violation will result in disciplinary action. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board’s policy concerning the administration of medications to students. (JLCD: Administering Medications to Students)

Definitions

For purposes of this policy, the following definitions shall apply:

1. “Designated location” means a location identified in writing by the District in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon a school bus in Colorado, or at a school sponsored event in Colorado.
2. “Permissible form of medical marijuana” means non-smokeable products such as oils, tinctures, edible products, or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical marijuana to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the District when adequate protections against misuse may be made. Forms of medical marijuana not included in this definition may be proposed by the qualified student’s primary caregiver to the Superintendent, who may authorize such a request after consultation with appropriate medical personnel chosen by the

District.

3. "Primary caregiver" means the qualified student's parent, guardian, or other responsible adult over eighteen years of age who is identified by the student's parent/guardian as the qualified student's primary caregiver. In no event shall another student be recognized as a primary caregiver. Any primary caregiver seeking access to school or District property, a school bus, or school-sponsored event for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to schools and all other applicable policies.
4. "Qualified student" means a student who holds a valid registration from the State of Colorado (license issued by the Colorado Department of Public Health and Environment) for the use of medical marijuana and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

Permissible Administration of Medical Marijuana to a Qualified Student

A qualified student's primary caregiver may administer a permissible form of medical marijuana to a qualified student in a designated location if all of the following parameters are met:

1. The qualified student's parent/guardian provides the school with a copy of the student's valid registration from the State of Colorado authorizing the student to receive medical marijuana;
2. The qualified student's parent/guardian signs a written acknowledgement assuming all responsibility for the provision, administration, maintenance, and use of medical marijuana under State law, and releases the District from liability for any injury that occurs pursuant to this policy;
3. The qualified student's parent/guardian or primary caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student;
4. The District determines, in its sole discretion, that a location and a method of administration of a permissible form of medical marijuana are available that do not create risk of disruption to the educational environment or exposure to other students;
5. After administering the permissible form of medical marijuana to the qualified student, the student's primary caregiver shall remove any remaining medical marijuana from the grounds of the school, District, school bus, or school-sponsored event; and
6. The District prepares, with the input of the qualified student's parent/guardian, a written plan that identifies the form, designated location(s), and any protocol

regarding administration of a permissible form of medical marijuana to the qualified student. The written plan shall be signed by the school administrator, the qualified student, the qualified student's parent/guardian, and the qualified student's primary caregiver.

Additional Parameters

No student is ever permitted to possess marijuana, including medical marijuana, on school or District property, a school bus, or at a school-sponsored event. Nor is a student ever permitted to self-administer medical marijuana on school or District property, a school bus, or at a school-sponsored event.

School personnel shall not administer or hold medical marijuana in any form. In the event that a student is found to be in possession of marijuana, including medical marijuana, on school or District property, a school bus, or at a school-sponsored event, it shall be confiscated and dealt with in accordance with District policies related to student possession of controlled substances or alcohol.

No student, the student's parent(s)/guardian(s), or primary caregiver has the right to demand access to any general or particular location on school or District property, a school bus, or at a school-sponsored event to administer medical marijuana. The District shall determine, in its sole discretion, the location for administration and shall ensure administration does not create a risk of disruption to the educational environment or exposure to other students.

Medical marijuana shall not be administered on school grounds, school buses, or school-sponsored events located on federal property or any other location that prohibits marijuana on its property, under any circumstances.

Permission to administer medical marijuana to a qualified student may be limited or revoked if the qualified student and/or the student's primary caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

Student possession, use, distribution, sale, or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

The Board's intention in adopting this policy is to comply fully with Federal and State laws. In the event that the Federal government indicates that the District's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus, or at a school-sponsored event shall not be permitted. The District shall post notice of such policy suspension and prohibition in a conspicuous place on its

website.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

Colo. Const. Art. XVIII, Section 14 (*establishing qualifications for use of medical marijuana*)

C.R.S. § 22-1-119.3(3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)

C.R.S. § 22-1-119.3(3)(d)(III) (*board may adopt policies regarding who may act as a primary caregiver and to establish reasonable parameters on the administration and use of medical marijuana on school grounds, on a school bus or at a school-sponsored event*)

CROSS REFERENCES:

JICH: Drug and Alcohol Involvement by Students

JKD/JKE: Suspension/Expulsion of Students (and Other Disciplinary Interventions)

JLCD: Administering Medications to Students

JLCE: First Aid and Emergency Medical Care

Public Conduct on District Property

Persons using or upon the property of Mapleton Public Schools (the “District”), including all District buildings, parking lots, and any District vehicle used to transport students, shall not engage in the conduct described below.

Any person considered by the Superintendent (or designee) to be in violation of this policy shall be instructed to leave District property and law enforcement may be contacted. Any person who has engaged or District officials reasonably believe will engage in conduct prohibited by this policy may be excluded from District property.

The following conduct by any person is prohibited:

1. Any conduct that obstructs, disrupts, or interferes with or threatens to obstruct, disrupt or interfere with District operations or any activity sponsored or approved by the District.
2. Physical abuse or threat of harm to any person or District property.
3. Damage or threat of damage to District property regardless of the location, or property of a member of the community when such property is located on District property.
4. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
5. Use, possession, distribution, or sale of drugs and other controlled substances, alcohol and other illegal contraband on District property, at District or school sponsored functions or in any District vehicle transporting students. For purposes of this policy, “controlled substances” means drugs identified and regulated under Federal law, including but not limited to marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamine).

Possession of medical marijuana for purposes of administration in accordance with the Board's policy JLCDB: Administration of Medical Marijuana to Qualified Students, shall not be considered a violation of this policy. However, strict compliance with that policy is required.
6. Distribution, manufacture or sale of controlled substances or the possession of controlled substances with intent to distribute them within 1,000 feet of the perimeter of school grounds.
7. Entry onto District buildings or grounds by a person known to be under the influence of alcohol or a controlled substance.

8. Unlawful use of any tobacco product.
9. Unlawful possession of a deadly weapon, as defined in State law, on school property or in school buildings.
10. Profanity or verbally abusive language.
11. Violation of any Federal, State or municipal law or Board policy.

Adopted _____, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

21 U.S.C. 860 (*crime to distribute or manufacture controlled substances within 1,000 feet of a school*)
C.R.S. § 18-1-901(3)(e) (*definition of deadly weapon*)
C.R.S. § 18-9-106 (*disorderly conduct*)
C.R.S. § 18-9-108 (*disrupting lawful assembly*)
C.R.S. § 18-9-109 (*interference with staff, faculty or students of educational institutions*)
C.R.S. § 18-9-110 (*public buildings – trespass, interference*)
C.R.S. § 18-9-117 (*unlawful conduct on public property*)
C.R.S. § 18-12-105.5 (*unlawful carrying/possession of weapons on school grounds*)
C.R.S. § 18-12-214(3)(a) (*person with valid concealed handgun permit may have a handgun on school property as long as hand gun remains in his or her vehicle and if, while the person is not in vehicle, the gun is kept in a compartment and the vehicle is locked*)
C.R.S. § 18-18-407(2) (*crime to sell, distribute or possess with intent to distribute any controlled substance on or near school grounds or school vehicles*)
C.R.S. § 22-1-119.3(3)(c), (d) (*no student possession or self-administration of medical marijuana, but school districts must permit the student's primary caregiver to administer medical marijuana to the student on school grounds, on a school bus or at a school-sponsored event*)

CROSS REFERENCES:

ADC: Tobacco-Free Schools
GBEB: Staff Conduct (And Responsibilities)
GBEC: Alcohol and Drug-Free Workplace
JICH: Drug and Alcohol Involvement by Students
JICI: Weapons in School
JLCDB: Administration of Medical Marijuana to Qualified Students
KI: Visitors to Schools

Memo

TO: Board of Education
FROM: Charlotte Ciano, Superintendent
DATE: June 13, 2017

Policy: Professional Staff Recruiting and Hiring, Policy GCE/GCF
Report Type: Decision Making
SUBJECT: Administrative Assignments

Policy Wording: The Board of Education for Mapleton Public Schools directs the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel.

Decision Requested: The Superintendent recommends the following administrative plan for the 2017-2018 school year:

Academy High School	School Director	Sheri Kangas
	Asst. Director	Cynthia Long
Achieve Academy	School Director	Ronald Salazar
	Asst. Director	Chua Vue
Adventure Elementary	School Director	Laura Nelson
	Asst. Director	Amber von der Hofen
Big Picture College and Career Academy	School Director	Matthew Coates
Clayton Partnership School	School Director	Janice Phelps
	Asst. Director	Ronaldo Ortiz
Explore Elementary	School Director	Annaleah Bloom
	Asst. Director	Ryan Fiore
Global Campus		
Global Primary	School Director PK-3	A.J. Staniszewski
Global Intermediate	School Director 4-8	Tiffany Dragoo
Global Leadership	School Director 9-12	Jeremy Jimenez
Mapleton Early College	School Director	Robin Graham
Mapleton Expeditionary	School Co-Director	Christopher Byrd
School of the Arts	School Co-Director	Jodie McCombs
Meadow Community School	School Director	Esmeralda Orrin
	Asst. Director	Lindsey Johansson
Monterey Community School	School Director	Sarah Kopperud
	Asst. Director	Kristi Evans
North Valley School for Young Adults	Director	Allison Lusero-Hoffman
Valley View	School Director	Toni Booth
	Asst. Director	Jessie Massey
Welby Community School	School Director	Candy Hyatt
	Asst. Director	Jenny Honeycutt
York International	School Director	James Long
	Asst. Director	Danielle Dickson
	Asst. Director	Eriksen Van Etten

Deputy Superintendent, Organizational Development
Assistant Superintendent, Accountability & Strategic Priorities
Executive Director, Talent Recruitment & Development
Executive Director, Operations
Executive Director, Student Achievement
Chief Information Systems Officer
Chief Financial Officer
Chief School & Community Engagement Officer

Mike Crawford
Karla Allenbach
Erica Branscum
Dave Sauer
Sue-Lin Toussaint
Brian Fuller
Shae Martinez
Lynn Setzer

Director, Student Support Services
Director, Operations
Director, Athletics and Student Activities
Director, Transportation
Director, Nutrition Services
Director, Student Achievement
Director, PreSchool
Director, School & Community Engagement

Diane Blumenschein
Paul Frank
Susan Gerhart
Ronna Gerst
Lindsay Hull
Cyndee Little
Kristen Morel
Hilary Sontag

Assistant Director, Student Achievement
Assistant Director, PreSchool
Assistant Director, Performing Arts
Assistant Director, Finance
Curriculum Specialist
Assistant Director, School & Community Engagement
Assistant Director, Special Education Services
Assistant Director, Information and Technology Services
Assistant Director, Special Education Services
Assistant Director, Operations/Custodial

Julie Barton
Georganne Buccine
Robin Cutting
Michael Everest
Connie Io
Melissa Johnson
Janel Lawson
Luis Mella
Angie Van Decar
Billy Wright

Memo

TO: Charlotte Ciano, Superintendent
FROM: Mike Crawford, Deputy Superintendent
DATE: June 8, 2017

Policy: School Board Powers and Responsibilities, Policy BBA
Report Type: Decision Making
SUBJECT: Administrator Handbook Revisions

Policy Wording: Policy BBA states that the Board considers the following responsibilities of particular importance and, in those cases where action is required, reserves authority to take final action: To determine salary schedules, after consultation and discussion with the Superintendent or designee.

Policy Interpretation: This policy is interpreted as requiring District administration to seek Board approval of conditions contained in the Administrator Handbook.

Decision Requested: Administration is seeking approval for implementation of the Administrator Meet and Confer Agreement for 2017–2018 between Mapleton Administrators and the Mapleton Public Schools Board of Education.

Report

On May 17, 2017, representatives of Mapleton's Administrative Team met with District Administration to confer about revisions to the Administrator Handbook, including salaries and benefits for the 2017-2018 school year. The following is a summary of the agreements recommended by all parties for Board approval:

Financial Items

- Base salaries for each administrator group will not change for 2017-2018.
- Current administrators will receive a salary increase equal to 3.3% of their current salary. This represents cost of living in Colorado which is 2.8%, plus .5%.
- The District will make an additional contribution to PERA equal to .5% of each administrator's salary to comprise the required SAED (Supplemental Amortization Equalization Disbursement) on behalf of each administrator.
- The District contribution to health insurance coverage will remain at \$420 per month, per administrator. The increase in price of the Kaiser health plans will be paid by individual administrators.

Language Items

- No other changes to the Administrator Handbook are being recommended this year.

Memo

TO: Charlotte Ciancio, Superintendent
FROM: Mike Crawford, Deputy Superintendent
DATE: June 8, 2017

Policy: School Board Powers and Responsibilities, Policy BBA
Report Type: Decision Making
SUBJECT: Classified Employee Handbook Revisions

Policy Wording: Policy BBA states that the Board considers the following responsibilities of particular importance and, in those cases where action is required, reserves authority to take final action: To determine salary schedules, after consultation and discussion with the Superintendent or designee.

Policy Interpretation: This policy is interpreted as requiring District administration to seek Board approval of conditions contained in the Classified Employee Handbook.

Decision Requested: Administration is seeking approval for implementation of the Classified Employee Meet and Confer Agreement for 2017–2018 between Mapleton Classified Employees and the Mapleton Public Schools Board of Education.

Report

On May 16 and May 23, 2017, representatives of Mapleton's classified employees met with District administration to confer about revisions to the Classified Employee Handbook, including salaries and benefits for the 2017-2018 school year. The following is a summary of the proposed changes recommended by all parties for Board approval:

Financial Items

- Eligible classified employees will take experience "steps" on the salary schedule.
- The classified salary schedule will be adjusted by +.5%.
- An additional "step" will be added to the top of the classified salary schedule in order for the District to remain competitive with surrounding districts with respect to compensation for the most experienced employees.
- The District will make an additional contribution to PERA equal to .5% of each classified employee's salary to comprise the required SAED (Supplemental Amortization Equalization Disbursement).
- The District contribution to health insurance coverage will remain at \$420 per month, per full-time classified employee. The increase in price of the Kaiser health plans will be paid by individual employees.

Language Changes

- References to a "probationary" period for classified employees will be removed to eliminate confusion.

- A provision requiring District notification to the classified employee association regarding reductions in force will be eliminated.
- The section on professional growth will be re-worded so as not to raise an expectation for District payment for employee education.

Memo

TO: Charlotte Ciancio, Superintendent
FROM: Shae Martinez, Chief Financial Officer
DATE: June 13, 2017

POLICY: Budget Adoption Process, Policy DBG
REPORT TYPE: Decision Preparation
SUBJECT: FY 2018 Proposed Budget

Policy Wording: Before final adoption of the budget, a public hearing must be held. At the budget hearing, the Board will present and explain the proposed budget, inviting questions and discussion from the audience. If the budget is to be adopted at a future meeting, the date, time, and place of such meeting shall be entered in the minutes of the hearing.

Policy Interpretation: This policy is interpreted as requiring district administration to seek Board approval for the annual budget adoption.

Decision Requested: This information is presented for comment and review. Official adoption will be requested at the June 27, 2017 meeting of the Board of Education.

Colorado law governing school district budget policies and procedures requires that "the Proposed Budget shall be submitted to the board at least thirty days prior to the beginning of the next fiscal year" (22-44-108 (1)(c) C.R.S.). A copy of the Proposed Budget for fiscal year 2018 was delivered to the Mapleton Board of Education on May 31, 2017. The proposed appropriation for each fund is listed below:

General Fund	\$ 80,197,270
CPP Preschool Fund	\$1,549,339
Governmental Grants Fund	\$3,456,893
Capital Reserve Fund	\$3,097,060
Insurance Reserve Fund	\$747,964
Bond Redemption Fund	\$24,686,157
Building Fund	\$122,848,033
Food Service Fund	\$4,043,664
Total FY 2018 Budget Appropriation	\$240,626,380

A public hearing and presentation regarding the proposed budget will be held at tonight's meeting. Final adoption of the budget will be considered at the regularly scheduled board meeting on June 27, 2017.

No board action is required at this time.

Mapleton Public Schools

FY 2018 Budget
Presentation



Budgeting Process

- Estimate revenues for current year.
- Estimate expenditures for current year.
- Estimate revenues for coming year.
- Estimate expenditures for coming year.
- Calculate projected ending fund balance for current year.
- This gives the District a starting point.



End of Year Revenue Projections for FY 17

- Pupil count for the core district increased by 80 students (1.3%)
- Connections Academy increased by 9 students (>1%)
- Property taxes on track to be collected at about 98.5%



End of Year Expenditure Projections for FY 17

- Estimates indicate the District will be about \$360k million below budgeted expenditures, which has been anticipated for the FY 18 budget.
- Calculating end of year expenditures is formula driven with an exception for the normal “end of year spend-down.”



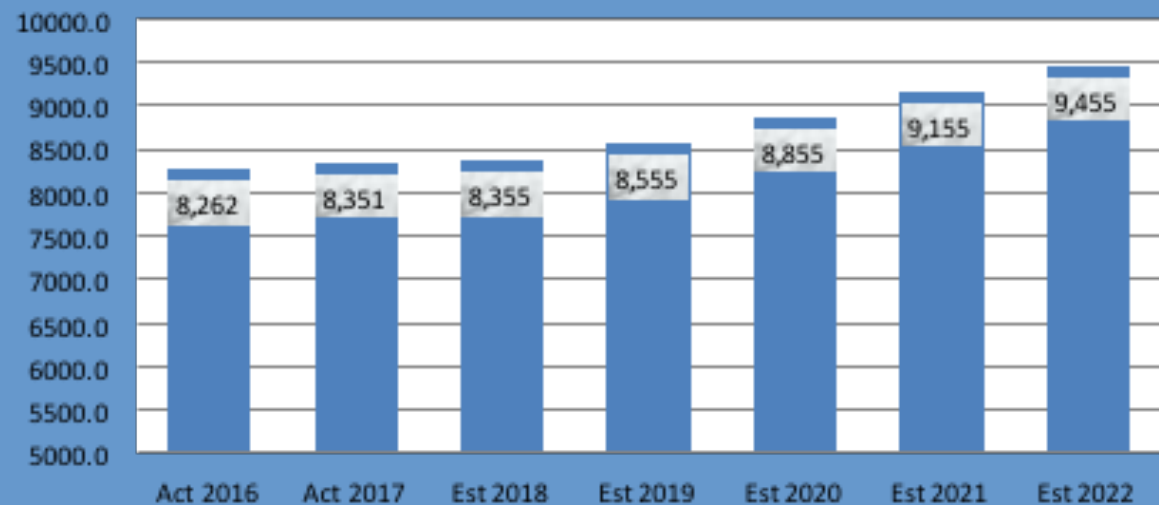
Revenue Projections for FY 18

- Public School Finance Act
 - Funds all school district's in Colorado according to a funding formula.
 - Local share provides approximately 31% through property taxes.
 - State “back-fills” the remainder with State Equalization.
 - Total amount of State Equalization depends heavily on pupil count.



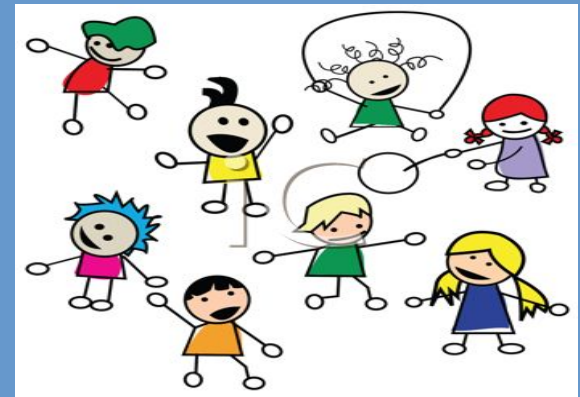
Enrollment Patterns

**Funded Pupil Count Projections
FY 2016 - 2022**



FY 18 General Fund Revenues

- Budgeting flat enrollment for core district and Connections Academy.
- Total FY 18 projected FTE is 8,355.



FY 18 General Fund Revenue

- The Total Program amount the District receives from the state is based on many factors:
 - Base funding
 - Personnel costs factor
 - Cost of living factor
 - Size factor
 - At-risk
 - On-line



School Finance Act

- According to Amendment 23, funding will increase by the rate of inflation plus growth each year.
- Inflation is being estimated in CDE calculation at 2.8%.
- Negative factor remaining the same.



Total Program with Factors

- Mapleton's schools will be funded at \$7,863 per pupil and Connections Academy will be funded at \$7,018 per on-line pupil.
- Total Program through the Public School Finance Act will be \$63.7 million.
 - Of this amount, approximately \$16.7 million will be for Connections Academy.



Negative Factor

- Beginning in FY 2010-11, state legislators identified a “loophole” in Amendment 23 and instituted a Negative Factor into the finance formula.
- For FY 18, the Negative Factor stands at 11.1% or approximately \$960 per pupil.
 - This is approximately \$8 million for Mapleton
- Since its inception in FY 2010-11, the Negative Factor has resulted in approximately \$60.5 million dollars in lost revenue to Mapleton.



Property Taxes



- Local share of Total Program comes from property taxes.
- Property taxes are based on the mill levy multiplied by the assessed valuation.
- One mill of tax is the same as one-tenth of one percent.
- Assessed valuation is the value of property within a set boundary multiplied by an assessment rate. Currently the assessment ratio for residential is 7.96% and for commercial it is 29%. However, this will be decreased in CY 2018 to 7.12%
- This means for every \$100,000 of residential actual value, the assessed value would be \$7,120 and each mill of tax would raise \$7.12.



Property Tax Mill-Levy

- Assessed valuation 2017 - \$569,244,410

- General Fund Mill Levy 26.778
- Bond Fund Mill Levy 21.139
- Override Mill Levy 9.961

- **Total 2017 Mill Levy 57.878**

- Projected Assessed Valuation 2018 - \$615,207,137

- General Fund Mill Levy 26.080
- Bond Fund Mill Levy 21.128
- Override Mill Levy 10.841

- **Total Projected 2018 Mill Levy 58.049**

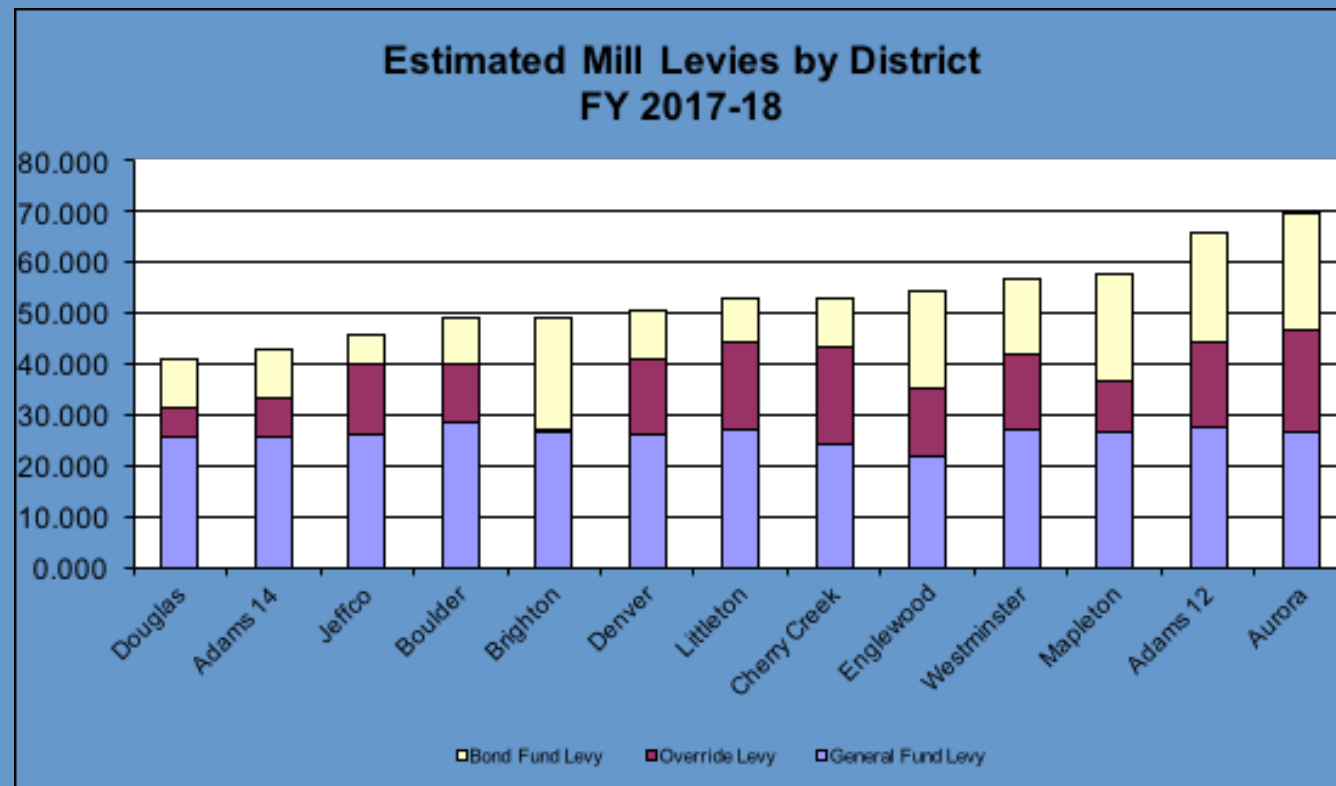


What Does This Mean for Taxpayers?

- Tax on \$100,000 of home value will be \$413.28/year or \$34.44 per month.
- Last year's figure: \$460.68/year or \$38.39 per month
- Bond costs taxpayers \$12.54 per month per \$100,000 of home value.
- This calculation is only for school district mill levies. Many other government entities levy mills such as cities, counties, fire districts, water districts, and libraries.



Mill-Levy Comparisons



Estimating Expenditures For The Coming Year

- Start by building in known changes to the budget
- Salary schedule changes will be one of the biggest costs:
 - Negotiations with Certified employees
 - Board approved agreement
 - Steps
 - Eligible teachers will be awarded educational increments
 - .5% cost of living adjustment to entire schedule
 - Employees will absorb the cost of Kaiser increase
 - Approximate cost for certified increase- \$1,058,000



Estimating Expenditures For The Coming Year

- Meet and Confer with Classified Employees
 - Tentative agreement pending Board Approval
 - Eligible classified employees will receive a step on the salary schedule
 - Additionally, the classified schedule will be increased by .5%
 - The District will also add an additional step to the classified salary schedule to remain in line with other metro area district classified compensation.
 - Employees will absorb the cost of the Kaiser increase.
- Meet and Confer with Administrative Employees
 - Tentative agreement pending Board Approval
 - Administrators will receive a cost of living increase of 2.8%
 - In addition, current administrators will receive .5% .
 - Employees will absorb the cost of the Kaiser increase.



» Approximate cost of Admin and Classified salary and benefit increase- \$610,000

Estimating Expenditures For The Coming Year

- Mapleton's budget process for FY 18 is based on a weighted allocation model that has been adjusted to create a more equitable formula.
- Schools pay for instructional supplies and materials, purchased services, and administrative supplies.
- The District pays for all staff, utilities, and central support (transportation, maintenance, etc.)
- Schools are given a per pupil allocation based on various factors unique to each student and school.



Mapleton's Weighted Formula

- The weighted formula adjusts a base per-pupil funding of \$120 per pupil for primary levels and \$150 per pupil for secondary levels based on the following:
 - Size Factor (if below district average, more funding)
 - Free Lunch Factor - \$5 additional for reduced students and \$20 additional for free students
 - ELL Factor - \$20 additional for ELL students
 - Post-secondary factor – based on number of juniors and seniors
- A similar formula is used to distribute staff.



Board Priorities

- 6-8 Social Studies curriculum
- Maintain Learning Labs
- Year 2 of teacher iPad refresh
- Additional certified FTE
- Year 2 of technology upgrade
- 4 new buses (partially grant funded) and 1 new maintenance truck
- Increase Athletic budget for equipment and salaries
- Salary and benefit increase for all employee groups
- Attendance incentive program



Board Priorities cont.

- SOS program expansion
- Middle School programming expansion
- Develop Career X program
- Add Library support staff
- Add Color Guard for Performing Arts
- Asphalt repair at all campuses
- Painting and caulking at selected campuses
- Continue MyON at all elementary schools
- Assure ELL leadership stipends and offer extended courses



BUDGET SPECIFICS BY FUND



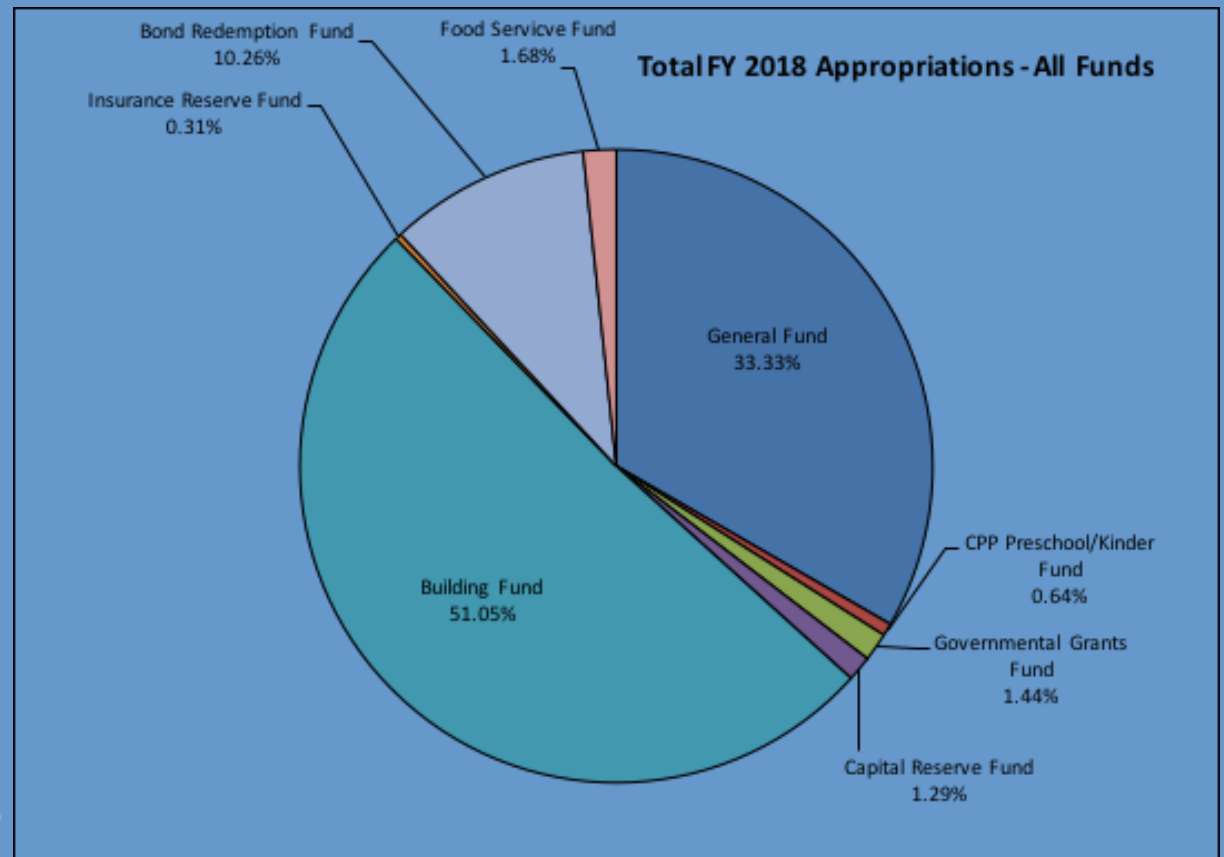
Total Appropriations

- General Fund- \$80,197,270
- CPP Preschool- \$1,549,339
- Governmental Grants- \$3,456,893
- Capital Reserve- \$3,097,060
- Insurance Reserve- \$747,964
- Bond Redemption - \$24,686,157
- Building Fund - \$122,848,033
- Food Service- \$4,043,664



» Total Appropriation All Funds-
\$240,626,380

Total Appropriations

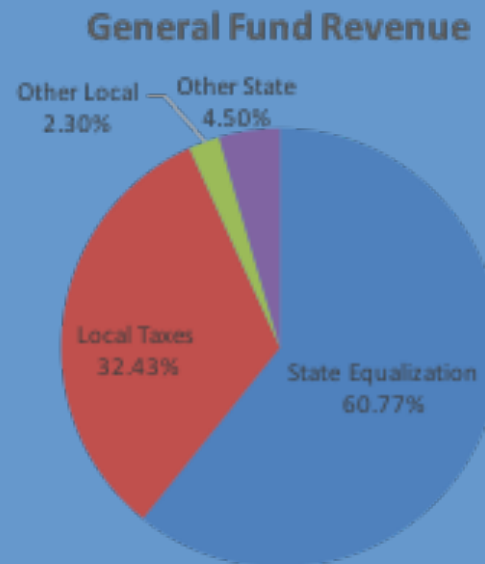


General Fund

- Largest fund in the District
- Handles the majority of the daily activity
 - Payroll
 - Utilities
 - Supplies and materials
 - Most instructional expenditures
- Equipment is primarily purchased from the Capital Reserve Fund.



General Fund Revenue



General Fund Revenue

- Property Taxes- \$23,013,602
 - Of this amount, \$3,614,695, is allocated to other funds.
- Specific Ownership Taxes- \$1,800,000
- Admin fees from Connections Academy- \$834,990
- Other Local Revenue- \$926,255

- Total Local Revenue- \$22,960,152



General Fund Revenue

- State Equalization- \$46,387,137
 - Kindergarten Hold Harmless - \$92,015
 - ECEA - \$1,644,160
 - ELL - \$871,863
 - Transportation - \$496,448
 - READ Act - \$366,813
 - At-Risk - \$71,905

Total State Revenue - \$49,930,341

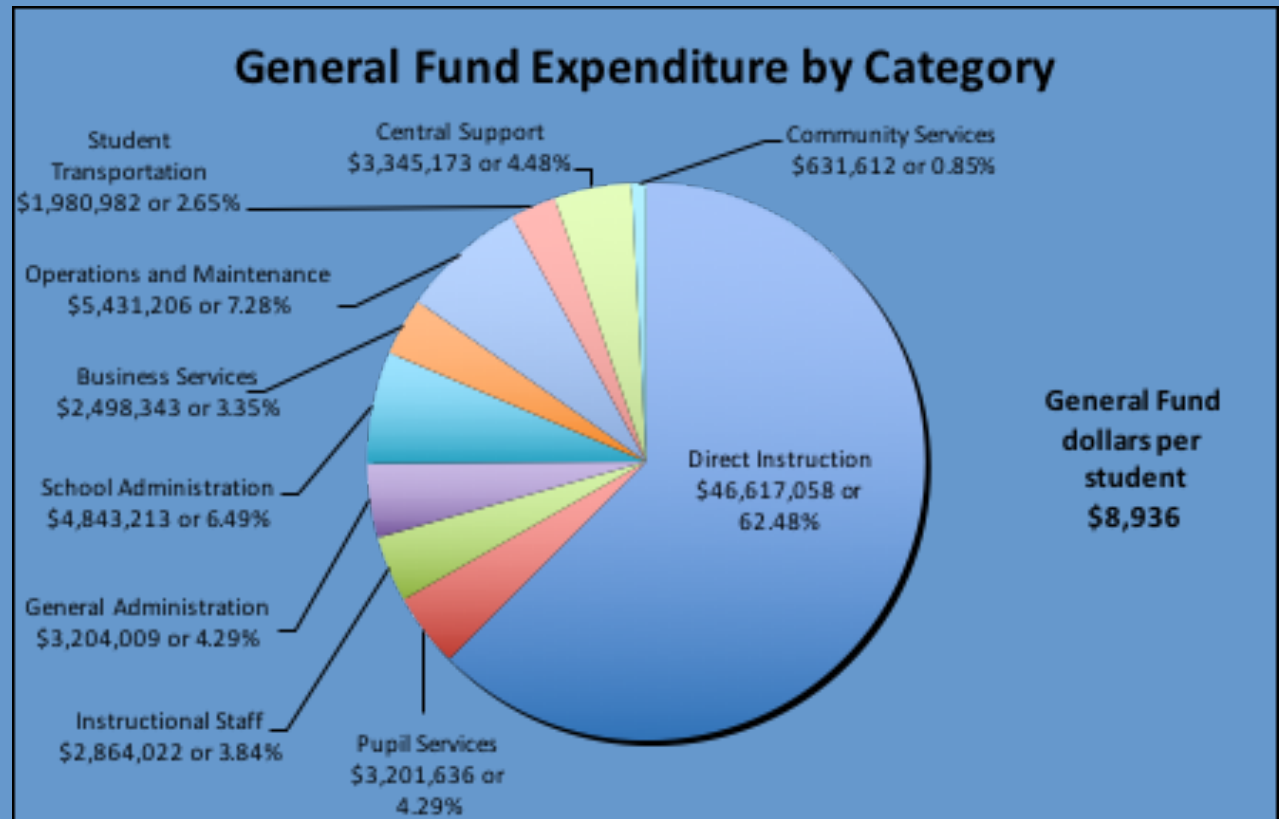


Fund Balance/Reserves

- Restricted Fund Balance
 - TABOR 3% - \$2,461,448
 - Multi-Year Obligations - \$993,550
- Committed Fund Balance
 - Required Board Reserve (difference of 10%) - \$2,120,616
- Total Restricted and Committed Fund Balance - \$5,575,614
- Unrestricted Fund Balance - \$1,731,163
- Total Ending General Fund Balance - \$7,306,777
- Total General Fund Appropriation - \$80,197,270



General Fund Expenditure by Category



General Fund Expenditures FY 18

- Salaries - \$36,871,053
- Benefits - \$10,649,404
- Purchased Services - \$13,247,774
- Supplies and Materials - \$13,297,943
- Property and Equipment - \$551,082
- **Total General Fund Expenditures - \$74,617,256**



General Fund Expenditures FY 18

- Total Appropriation (revenue + fund balance) - \$80,197,270
- Total General Fund Expenditures - \$74,617,256
- **Total Estimated Ending Fund Balance 2017 - \$5,580,014**



Fund Balance

- Audited ending fund balance FY 2016 - \$8,672,452
- Projected ending fund balance FY 2017 - \$7,306,777
- Projected ending fund balance FY 2018 - \$5,580,016
- Our budgeted expenditures are still \$1.7 million higher than our budgeted revenues which will result in a fund balance decrease at the end of FY 17-18.
- There is a possibility for increased revenues if pupil count comes in higher.



Mill Levy Funds

- Mill Levy Election 2000 - \$2,700,000
 - Provide more adults per student including classroom aides, teachers and tutors.
 - Improve classroom technology by replacing outdated computers and equipment.
 - Provide textbooks, classroom materials, and science lab supplies and equipment.



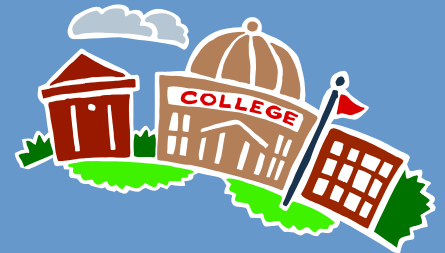
Mill Levy Expenditures FY 18

- Maintaining existing teachers and paraprofessional staff - \$2,200,000
- Technology upgrade lease payments - \$100,000
- Continue to fund mental health services - \$300,000
- Additional instructional supplies and materials - \$100,000
- Total - \$2,700,000



Mill Levy Funds

- Mill Levy Election 2009 - \$1,970,000
 - Retain quality teachers and paraprofessionals
 - Provide post-secondary opportunities for students
 - Additional supplies and materials



Mill Levy Expenditures FY 18

- Retention of teacher and paraprofessional positions as a result of the state budget reductions - \$1,660,000
- Post-secondary tuition - \$280,000
- Math and science instructional supplies and materials - \$30,000
- Total - \$1,970,000



Mill Levy Funds

- Mill Levy Election 2016 - \$2,000,000 (will increase to \$3,000,000 next year)
 - Retain and attract exceptional staff through adoption of new salary schedule
 - Cover operational costs of new and expanded sites



Mill Levy Expenditures FY 18

- Fund new salary schedule for certified employees- \$1,200,000
- Operational costs related to bond- \$800,000
- Total - \$2,000,000



OTHER FUNDS



Insurance Reserve Fund

- Fund created to account for all risk-related activities of the District (e.g. liability insurance, workers compensation, board errors and omissions, bonding, etc.)
- Revenue is from General Fund transfer or reimbursement for costs.
- Total Revenue - \$730,275
- Total estimated beginning fund balance - \$193,423
 - \$175,634 is a restricted reserve

Total Appropriation - \$748,064



Insurance Reserve Fund

- Expenditures
 - Repairs and replacement - \$20,000
 - Property insurance - \$67,212
 - Liability insurance - \$77,685
 - Workers Compensation insurance - \$544,914
 - Other/Contingency- \$20,075
- » **Total Expenditures - \$729,886**



Colorado Pre-School Program Fund

- Fund created to track revenue and expenditures related to the CPP program.
- This fund is optional; law change allows fund to roll into General Fund.
- Revenue is passed through by allocation from the General Fund.
- District Employee Tuition Program is no longer included in this fund.



Colorado Pre-School Program Fund

- Projected beginning fund balance - \$54,444
- Projected revenues:
 - GF allocation – \$1,494,695
 - Interest - \$200
- Total Appropriation - \$1,549,339



Colorado Pre-School Program Fund

- Expenditures
 - CPP Instructional - \$1,380,118
 - CPP Administration - \$110,956
- Total Expenditures - \$1,491,074



Governmental Grant Fund

- Fund created to track local, state, and federal grants awarded to the District.
- Fund organized by grant with accounts created according to acceptable grant specifications.
- Title 1A has been moved back into this fund.



Governmental Grant Fund

- Title I - \$993,819
 - Title 1A Reallocated - \$160.990
- Title III ELL - \$147,290
- Title VIB IDEA - \$1,290,543
- Title VIB IDEA Preschool - \$39,810
- Title IIA Teacher Quality - \$155,823
- Tiered Intervention- \$534,818
- 21st Century- \$ 135,000
- **Total Governmental Grants - \$3,458,093**



Bond Redemption Fund

- Fund created to manage collection and disbursement of bond related funds.
- Projected beginning fund balance - \$11,682,546
- Anticipated collections - \$13,003,611
- Total Appropriation - \$24,686,157



Bond Redemption Fund

- Expenditures
 - Principal - \$8,035,884
 - Interest/fiscal charges - \$6,358,608
- Total expenditures - \$14,394,492
- Projected ending fund balance-
\$10,291,665



Capital Reserve Fund

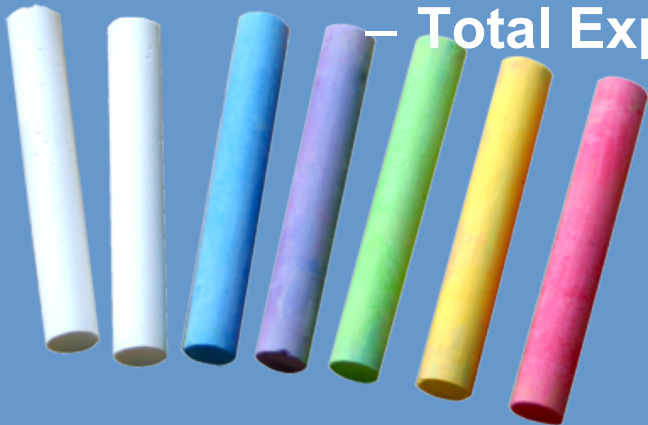
- Funds in Capital Reserve are not expended for operating expenses such as salaries, benefits, or consumable supplies such as books or paper.
- Revenue for this fund is primarily from the transfer of property tax revenues from the General Fund plus an additional amount from mill levy funds for instructional equipment and building rental.



Capital Reserve Fund

- Projected beginning fund balance - \$1,701,060
- Revenue - \$1,396,000
- Total Appropriation - \$3,097,060
- Expenditures:
 - Capital Outlay - \$1,917,268
 - Principal for COPS and various leases - \$647,231
 - Interest for COPS and various leases - \$227,068
 - Contingency - \$125,000

– Total Expenditures - \$2,916,867



Building Fund

- Projected beginning fund balance - \$116,343,875
- Revenue - \$6,504,158
- Total Appropriation - \$122,848,033
- Expenditures:
 - Capital Outlay - \$65,546,171
 - Salaries - \$223,000
 - Benefits- \$68,000
 - **Total Expenditures - \$65,837,171**



Building Fund Budget by Project 17-18

- GLA Primary - \$14,850,694
- Midtown - \$10,155,377
- Valley View - \$19,000
- Achieve - \$94,000
- Adventure - \$15,595,729
- Welby - \$8,972,676
- Meadow - \$98,000



Building Fund Budget by Project 17-18 cont.

- Monterey - \$13,000
- Preschool - \$131,000
- Big Picture - \$3,141,508
- GLA 9-12 - \$11,460,076
- Skyview - \$1,011,111
- York - \$4,000
- Administrative costs - \$291,000



Food Service Fund

- Special Revenue Fund
 - Formerly Enterprise fund
 - Used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.



Food Service Fund

- Projected beginning fund balance - \$1,469,848
- Revenues
 - Student and adult meals - \$304,316
 - School lunch and breakfast program - \$1,988,090
 - Donated commodities - \$188,900
 - State match - \$54,710
 - Investment earnings - \$2,000
 - Transfers in - \$20,000
 - Other - \$15,800



» Total Appropriation \$4,043,664

Food Service Fund

- Expenditures
 - Salary and benefits - \$1,254,599
 - Purchased services - \$97,400
 - Supplies and materials - \$1,206,990
 - Equipment - \$106,350
 - Contingency reserve - \$300,000
- Projected ending fund balance - \$1,078,325
- Total Expenditures/Reserves - \$4,043,664



Final Items

- The District budget presentation and Proposed Budget will be available online at www.mapleton.us and is available at the front office during regular business hours.
- The District budget complies with applicable state law, including 22-44-105(2). Formal compliance statements are found on page 29 of the budget document.



Memo

TO: Charlotte Ciano, Superintendent
FROM: Shae Martinez, Chief Financial Officer
DATE: June 13, 2017

POLICY: Financial Administration, Policy DAB
REPORT TYPE: Monitoring
SUBJECT: FUND BALANCE RECONCILIATION FOR FY 2017

Policy Wording: The Superintendent (or designee) shall prepare for the Board an itemized reconciliation between the fiscal year-end fund balances based on the budgetary basis of accounting and the modified accrual basis of accounting...

Policy Interpretation: This policy is interpreted to include updates to the Board on the District's fund balance over the course of the fiscal year.

Report: Under state law, school districts are required to "prepare an itemized reconciliation between the fiscal year end fund balances based on the budgetary basis of accounting used by the school district and the fiscal year end fund balances based on the modified accrual basis of accounting." Although Mapleton Public Schools already uses a modified accrual basis for its budget setting, the following report is prepared to ensure the Board of Education is kept fully informed of the District's current financial status.

The following table details any variances between the budgeted beginning fund balance and the actual beginning fund balance for fiscal year 2017. These figures are represented on the basis of generally accepted accounting principles and do reflect the accrued salaries liability for the months of July and August.

Fund	Budgeted Beginning Fund Balance FY 17	Audited Beginning Fund Balance FY 17	Variance Actual to Budget
General	\$7,300,975	\$8,672,352	\$1,371,377
CPP Fund	\$42,641	\$46,910	\$4,269
Insurance Reserve	\$357,528	\$227,310	(\$130,218)
Capital Reserve	\$6,581,123	\$6,765,592	\$184,469
Bond Redemption	\$5,410,018	\$5,422,769	\$12,751
Food Service	\$1,596,019	\$1,598,683	\$2,664
Total Fund Balance	\$21,288,304	\$22,733,616	\$1,445,312

All fund balances were adjusted to match the audited fund balance in the supplemental budget process.

This item is submitted for information only. No Board action is required.

Memo

TO: Charlotte Ciano, Superintendent
FROM: Shae Martinez, Chief Financial Officer
DATE: June 13, 2017

POLICY: Purchasing/Purchasing Authority, Policy DJ/DJA
REPORT TYPE: Decision
SUBJECT: Transportation Equipment Financing

Policy Wording: Any single, non-budgeted purchase or expenditure greater than \$50,000 shall require advance approval by the Board.

Policy Interpretation: This policy is interpreted as requiring District administration to inform the Board when the District enters into multi-year leasing agreements.

Decision Requested: Administration is requesting that the Board approve the lease purchase of one diesel mountain bus through Mercedes-Benz Financial Services USA LLC after utilization of Adams 12 Five Star Schools awarded RFP contract # ITB 15-090 to Transwest.

Report: District administration has secured the purchase of 1 bus specially equipped for mountain routes. The final amount of the lease is \$113,409.01 and carries an interest rate of 3.46%. District administration will appropriate a budget for 5 annual payments of \$22,681.80 to commence on July 15, 2017, with the final payment due on July 15, 2021.

Memo

TO: Charlotte Ciano, Superintendent
FROM: David Sauer, Director of Facilities
DATE: June 13, 2017

Policy: Bidding Procedures, Policy DJE
Report Type: Decision Making
SUBJECT: Consideration of Contractor to replace the floor in Skyview Campus auxiliary gym

Policy Wording: All contractual services, professional services, and purchases of supplies, materials, and equipment in the amount of \$50,000 or more shall be put to bid.

Policy Interpretation: This policy is interpreted as requiring Board approval for contracts over \$50,000.

Decision Requested: District operations is recommending the selection of Gary Leimer Inc. to serve as the flooring contractor for the auxiliary gym (gym B) project on the Skyview Campus.

Report: A formal bid process was completed in June, with 2 vendors responding. Gary Leimer Inc. offered the District a known product line with a total bid of \$58,635.00. The other vendor submitted a bid in the amount of \$50,979.00 but could not offer a site in the Denver/Meto area to visit to confirm quality of their product offering.

The recommendation of the selection committee is to award the flooring contract to Gary Leimer Inc.

Memo

TO: Charlotte Ciano, Superintendent
FROM: Mike Crawford, Deputy Superintendent
DATE: June 8, 2017

Policy: BDF – Advisory Committees
Report Type: Monitoring
SUBJECT: Construction Accountability Advisory Committee Update

Policy Wording: The Board shall appoint advisory committees that function within the organizational frameworks approved by the Board.

Policy Interpretation: This policy is interpreted as requiring periodic reports from advisory committees.

Decision Requested: District administration and the Construction Accountability Advisory Committee (CAAC) Co-Chair are providing this report for information only. No decision is requested.

Report: On June 2, 2017, the Construction Accountability Advisory Committee (CAAC) met for their regularly scheduled meeting.

During the conversation about upcoming events, several members volunteered to represent the group during the August “Wolverine Welcome Back” event. CAAC members will staff a table with information for the community regarding Mapleton’s current and future construction projects.

The group was provided updates regarding milestones met and pending issues for each project underway:

- Welby
 - The foundation construction permit has been received from the state, furniture and instructional materials have been removed from the building, and Golden Triangle Construction has begun demolition activities.
 - Value engineering is complete so that the project is on-budget.
 - Pending issues include: importing fill dirt, playground salvage, and release of storm water to the adjacent ditch.
- Adventure
 - Signs informing the community of the temporary closure of the fitness circuit and school grounds are being installed.
 - JHL Constructors are moving equipment onto the site this month.
 - Pending issues include: correct sizing and depth of the detention pond(s), and movement of fill dirt within the site.
- Midtown
 - Schematic design is complete, and value engineering is underway.
 - Pending issues include: working with the Midtown developers regarding completing a soil study and the land acquisition process.

- Broadway Building
 - Minor change orders to facilitate flexible use of spaces in and between departments have been executed.
 - Furniture order is in progress.
 - Pending issues include: storm water drainage toward Chevrolet dealership.
- Global Site
 - Design of the high school building is underway.
 - Neenan will begin earthwork for the PK-3 building in July.
 - Pending issues include: planning for site logistics during construction prior to opening school in the fall.

The group expressed disappointment that neither of Mapleton's BEST grant applications were funded during the spring 2017 cycle. Discussion focused on how this will affect the project budgets within the bond program, going forward, and which projects might be candidates for BEST funding in 2018.

In lieu of site tours, the group was oriented to the portion of the District website which contains information about Mapleton's capital construction projects. They provided Communications staff with feedback and suggestions about the website, but were also very complimentary regarding the presentation of information on the website and on social media.

After some discussion about summer meetings, the group decided to meet in July for the purpose of preparing for the Wolverine Welcome Back event. Therefore, the next meeting of the Construction Accountability Advisory Committee will be held on Friday July 7th at 11:30 a.m. in the Board Room.